

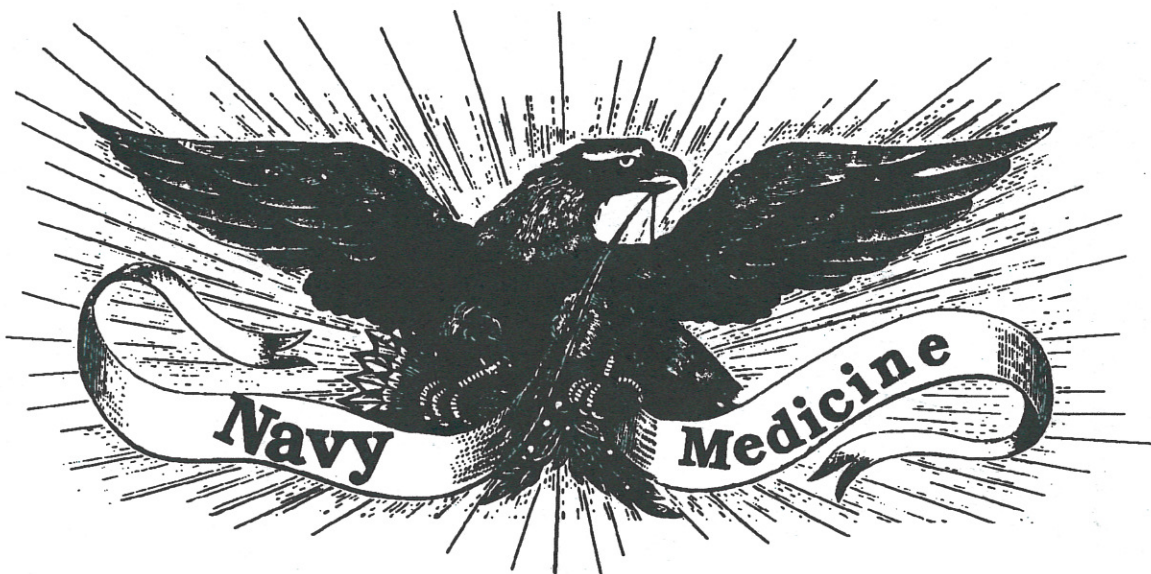
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# **Bureau of Medicine and Surgery Organization Manual**

**BUMEDINST 5430.6**

**9 Jun 93**







DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5430.6  
BUMED-09  
9 Jun 93

BUMED INSTRUCTION 5430.6

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY ORGANIZATION MANUAL

Ref: (a) SECNAVINST 5216.5C  
(b) Navy Regulations 1990

1. Purpose. To publish the Bureau of Medicine and Surgery (BUMED) Organization Manual, to establish responsibility for the continuing review of the organizational structure of the bureau, to set forth precepts, and to outline procedures for processing changes to this manual.

2. Cancellation. NAVMEDCOMINST 5430.1B.

3. Policy. The BUMED Organization Manual is assigned to BUMED offices as required. Each office is responsible for keeping its portion of the manual current by submitting proposed changes as needed.

4. Precepts. The organization consists of the Chief, Bureau of Medicine and Surgery, the deputy chief, special assistants, the council of corps chiefs and directors, assistant chiefs, and divisions. Numerical designators are assigned to those organizational entities; for example, 00, 09, 01, 02, 03.

a. Underlying the structure depicted in this manual are the concepts of military command, primary support, and technical support. Military command is the authorized direction exercised over activities of the naval establishment in military matters, which includes the prerogative to exercise authoritative control over all matters when circumstances dictate. Inherent in command is primary reporting senior responsibility. Primary support is the responsibility for providing or assuring the provision of resources (funds, manpower, facilities, and material) to enable a shore activity to carry out its mission. Primary support

includes administrative, personnel, and material support and guidance and assistance in such matters as organization, procedures, budgeting, accounting, staffing, and the use of personnel, funds, facilities, and material.

b. Technical support comprises the specialized services, guidance, and assistance provided by commands, bureaus, and offices in implementation of their assigned responsibilities for material support or professional guidance and assistance in technical matters. Technical support includes such matters as the research, design, development, test, acquisition, procurement, contracting, maintenance, repair, overhaul, and modification of naval material. Technical support also includes support responsibilities such as professional advice, guidance and assistance, the establishment of standards and procedures for specialized technical functions, and the review and evaluation of the service rendered.

c. This organizational structure is built to assure that the Chief, Bureau of Medicine and Surgery can carry out the assigned mission. The outline of the organizational structure in no way limits the responsibility of staff members (active duty, Reserve, and civilian) to act in the name of and for the Chief, BUMED. The Bureau of Medicine and Surgery is to lead the Medical Department in support of total force readiness of the Navy and Marine Corps during peace and war. While each staff entity is assigned a specific mission and functions, the responsibility for good communication and coordination remains paramount. Each staff element must coordinate its actions and planning with other staff elements concerned. Information on progress and problems must be shared regularly among the staff. Above all, the bureau staff will strive continually to communicate effectively with our customers, foster an environment in which solutions are matched to customer needs, encourage creative thinking and innovative solutions, and improve the quality of processes and systems to ensure headquarters functions are effectively and efficiently accomplished.

## 5. Responsibilities

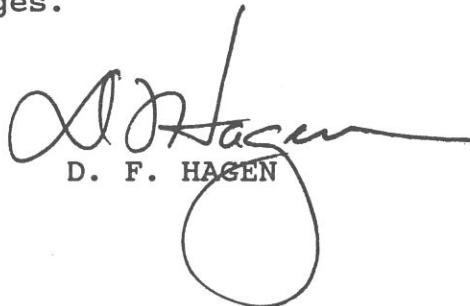
a. Codes have a continuing responsibility for reviewing their organizational structure and functions and for initiating necessary changes to achieve maximum efficiency with a minimum of personnel, avoid fragmentation and layering, consolidate functions wherever feasible, and assure program priorities following current needs and availability of resources.

b. The deputy chief (MED-09) must approve all organizational changes.

c. The Regulations and Directives Branch (MED-914) is responsible for maintaining the organization manual, for providing administrative assistance to codes as necessary, and for reviewing proposed changes for format and content.

6. By Direction Authority. Incumbents of the codes outlined in this organization manual are hereby granted "By direction" authority for correspondence of a routine nature required in the performance of the mission and functions described. This authority is subject to the specific guidelines pertaining to signature in references (a) and (b).

7. Procedures. Send proposed changes to MED-914, via the chain of command, along with appropriate background statements. All proposed changes must be cleared by assistant chiefs. MED-914 will review the proposed changes; obtain other necessary clearances, including approval by MED-09; prepare proposed organization charts and functional statements in the appropriate format; submit with clearance files to MED-00 for signature; arrange for reproduction, distribution, and stocking of the manual and subsequent changes.



D. F. HAGEN

Stocked:  
BUMED (MED-913)





## DEFINITIONS

The following definitions apply to this manual:

BUMED or bureau - The echelon 2 activity located at  
2300 E Street, NW, Washington, DC 20372-5300

BUMED claimancy or claimant - Activities which BUMED provides  
primary and technical support (funds, resources, manpower, etc.)

BUMED command activities

<u>Echelon</u>	<u>Chain of Command</u>
3	Commander, San Francisco Medical Command, Oakland, CA
3	Officer in Charge, Naval Healthcare Support Office, Jacksonville, FL
3	Officer in Charge, Naval Healthcare Support Office, San Diego, CA
4	Officer in Charge, Naval Healthcare Support Office, San Diego Detachment OCHAMPUS, Denver, CO
3	Officer in Charge, Naval Healthcare Support Office, Norfolk, VA
3	Officer in Charge, Naval Office of Medical/Dental Affairs, Great Lakes, IL
3	Commanding Officer, Navy Environmental Health Center, Norfolk, VA
4	Officer in Charge, Navy Environmental Health Center Detachment, Dosimetry Center, Bethesda, MD
4	Head, Environmental Health Center Detachment, Portsmouth, NH
4	Commanding Officer, Navy Drug Screening Laboratory, Jacksonville, FL
4	Commanding Officer, Navy Drug Screening Laboratory, Great Lakes, IL
4	Commanding Officer, Navy Drug Screening Laboratory, Oakland, CA
4	Commanding Officer, Navy Drug Screening Laboratory, Norfolk, VA
4	Commanding Officer, Navy Drug Screening Laboratory, San Diego, CA
4	Officer in Charge, Navy Environmental and Preventive Medicine Unit No. 2, Norfolk, VA
4	Officer in Charge, Navy Environmental and Preventive Medicine Unit No. 5, San Diego, CA

4 Officer in Charge, Navy Environmental  
and Preventive Medicine Unit No. 6,  
Pearl Harbor, HI

4 Officer in Charge, Navy Environmental  
and Preventive Medicine Unit No. 7,  
Naples, Italy

4 Officer in Charge, Navy Disease Vector  
Ecology and Control Center, Alameda, CA

4 Officer in Charge, Navy Disease Vector  
Ecology and Control Center,  
Jacksonville, FL

3 Commanding Officer, Naval Ophthalmic Support  
and Training Activity, Yorktown, VA

3 Commanding Officer, Naval Medical Logistics  
Command, Frederick, MD

3 Commanding Officer, Naval Aerospace Medical  
Institute, Pensacola, FL

3 Commanding Officer, Naval Health Sciences  
Education and Training Command, Bethesda, MD

4 Commanding Officer, Naval School of  
Health Sciences, Bethesda, MD

Officer in Charge, Naval School of  
Health Sciences Bethesda Detachment,  
Portsmouth, VA

Officer in Charge, Naval School of  
Health Sciences Bethesda Detachment,  
Academy of Health Sciences, Fort  
Sam Houston, TX

Officer in Charge, Naval School of  
Health Sciences Bethesda Detachment,  
Naval Undersea Medical Institute, Naval  
Submarine Base, New London, Groton, CT

Officer in Charge, Naval School of  
Health Sciences Bethesda Detachment,  
San Juan, Puerto Rico

4 Commanding Officer, Naval School of  
Health Sciences, San Diego, CA

Officer in Charge, Naval School of  
Health Sciences San Diego Detachment,  
Oakland, CA

4 Commanding Officer, Naval Hospital Corps  
School, Great Lakes, IL

4 Commanding Officer, Fleet Hospital  
Operations and Training Command, Camp  
Pendleton, CA

4 Commanding Officer, Naval School of  
Dental Assistance and Technology, San  
Diego, CA

3 Commanding Officer, Naval Medical Research  
and Development Command, Bethesda, MD

- 4 Commanding Officer, Naval Aerospace  
Medical Research Laboratory, Pensacola,  
FL
- 4 Commanding Officer, Naval Biodynamics  
Laboratory, New Orleans, LA
- 4 Commanding Officer, Naval Dental  
Research Institute, Great Lakes, IL
- 4 Commanding Officer, Naval Health  
Research Center, San Diego, CA
- 4 Commanding Officer, Naval Medical  
Research Institute, Bethesda, MD  
Officer in Charge, Naval Medical  
Research Institute Detachment  
(Toxicology), Wright Patterson  
AFB, OH  
Officer in Charge, U.S. Naval Medical  
Research Institute Detachment,  
Lima, Peru  
Officer in Charge, U.S. Naval Medical  
Research Unit No. 2 Detachment, Jakarta,  
Indonesia
- 4 Officer in Charge, U.S. Naval Medical  
Research Unit No. 3, Cairo, Arab  
Republic of Egypt
- 4 Commanding Officer, Naval Submarine  
Medical Research Laboratory, New London,  
Groton, CT
- 3 Commanding Officer, Naval Medical Information  
Management Command, Bethesda, MD  
Officer in Charge, Naval Medical  
Information Management Command  
Detachment, Norfolk, VA  
Officer in Charge, Naval Medical  
Information Management Command  
Detachment, San Diego, CA





## ABBREVIATIONS AND ACRONYMS

ABFC	Advanced base functional components
ADAL	Authorized dental allowance list
ADDU	Additional duty
ADP	Automatic data processing
AFHPSP	Armed Forces Health Profession Scholarship Program
AIRLANT	Naval Air Force, Atlantic
AIRPAC	Naval Air Force, Pacific
AMAL	Authorized medical allowance list
AMD	Activity manpower documents
ANSI	American National Standards Institute
ASBEAM	Armed Services Biomedical Research Evaluation Management Committee
ASD/(HA)	Assistant Secretary of Defense (Health Affairs)
ASMAO	Armed Services Mortuary Affairs Office
ASMO	Aerospace safety medical officer
ASMRO	Armed Services Medical Regulating Office
BEQ	Bachelor enlisted quarters
BOQ	Bachelor officer quarters
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CA	Commercial activities
CBR	Chemical, biological, and radiological
CCB	Configuration Management Board
CEC	Civil engineer corps
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
CHCS	Composite health care system
CHINFO	Chief of Information
CINC	Commander in chief
CIRRPC	Committee on Interagency Radiation Research Policy Coordination
CMC	Commandant of the Marine Corps
CMEO	Command managed equal opportunity
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
CNRC	Commander, Navy Recruiting Command
CO	Commanding officer
COMSC	Commander, Military Sealift Command
CONUS	Continental United States
COOPLAN	Continuity of Operations Plan
COTR	Contracting officer technical representative
CPBE	Central Physical Evaluation Board
CPO	Civilian personnel office
CRDEC	U.S. Army Chemical Research, Development, and Engineering Center
CTT	Command training team
CW	Chemical warfare
DC	Dental corps

DEERS	Defense Enrollment Eligibility Reporting System
DENMIS	Dental Management Information System
DEPMEDS	Deployable medical system
DFAS	Defense Finance Accounting Service
DIRS	Dental Information Retrieval System
DMSB	Defense Medical Standards Board
DoD	Department of Defense
DODMERB	Department of Defense Medical Examination Review Board
DON	Department of the Navy
DT	Dental technician
DTF	Dental treatment facility
DVA	Department of Veterans Affairs
EEO	Equal Employment Opportunity
EFMP	Exceptional Family Member Program
ELH	Expense limitation holders
EO	Equal Opportunity
ER	Efficiency review
ESC	Executive Steering Council
FAP	Family Advocacy Program
FDA	Food and Drug Administration
FECA	Federal Employee Compensation Act
FEORP	Federal Equal Opportunity Recruitment Program
GAO	Government Accounting Office
GSA	General Services Administration
HIV	Human immunodeficiency virus
HM	Hospital corpsman
HP	Health promotion
HPSP	Health Professions Scholarship Program
HSETC	Health Sciences Education and Training Command
ICMMP	Integrated CONUS Medical Mobilization Plan
IDC	Independent duty corpsman
IEP	International Exchange Program
IG	Inspector general
IHL	Institute for Healthcare Improvement
IPO	International Program Office
IPR	In process review
ISR	Implementation Status Report
ITRO	Interservice Training Review Organization
JAGMAN	Manual of the Judge Advocate General
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JSOR	Joint service operational requirements
JWG	Joint working group
LCM	Life cycle management
LERTCON	Alert conditions
LSMP	Logistics Support and Mobilization Plan
MANMED	Manual of the Medical Department

MC	Medical corps
MCLO	Medical construction liaison officer
MEPCOM	Military entrance processing command
MEPRS	Medical Expense Performance Reporting System
MEPRS/EASIII	Medical Expense Performance Reporting System/ Electronic Accounting System III
MFIM	Medical functional integration management
MILCON	Military construction
MMART	Mobile medical augmentation readiness team
MOU	Memorandum of understanding
MPAS	Medical Personnel Augmentation System
MR	Medical requirements
MRA	Manpower and Reserve Affairs
MRS	Medically related services
MRSP	Medical Readiness Strategic Plan
MSC	Medical service corps
MTF	Medical treatment facility
MWR	Morale, welfare, and recreation
NADDS	Navy Active Duty Delay for Specialists
NAMI	Naval Aerospace Medical Institute
NATO	North Atlantic Treaty Organization
NAVAEROSPMEDINST	Naval Aerospace Medical Institute
NAVCOMPT	Navy comptroller
NAVENVIRHLTHCEN	Navy Environmental Health Center
NAVFACENGCOM	Naval Facilities Engineering Command
NAVJAG	Navy Judge Advocate General
NAVOSH	Naval occupational safety and health
NAVSEASYSKOM	Naval Sea Systems Command
NAVUSEAMEDINSTITUTE	Naval Undersea Medical Institute
NDMS	National Disaster Medical System
NEC	Navy Enlisted Classification
NITRAS	Navy Integrated Training Resources Administrative System
NMIMC	Navy Medical Information Management Center
NMRDC	Naval Medical Research and Development Command
NC	Nurse corps
NIS	Naval Investigative Service
NOE	Notice of eligibility
NROTC	Naval Reserve Officer Training Corps
NSHS	Naval School of Health Sciences
OASD(HA)	Office of the Assistant Secretary of Defense (Health Affairs)
OCHAMPUS	Office of the Civilian Health and Medical Program of the Uniformed Services
OCNR	Office of the Chief of Naval Research
O&MN	Operations and maintenance, Navy
OIS	Officer Indoctrination School
OLA	Office of Legislative Affairs
OMB	Office of Management and Budget
OMDA	Office of medical/dental affairs

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OPNAV	Office of the Chief of Naval Operations
OSD	Office of the Secretary of Defense
OSH	Occupational safety and health
PEIF	Productivity enhancing incentive fund
PM	Preventive medicine
PMT	Preventive medicine technician
POM	Program objective memorandum
QA	Quality assurance
QAR	Quality assurance and revalidation
QIC	Quality Improvement Council
R&D	Research and development
RAC	Resource Advisory Council
RDMF	Rapid deployable medical facility
RDT&E	Research, development, test, and evaluation
RLC	Responsible line commander
ROC	Required operational capabilities
SAMS	Shipboard Nontactical Automated Medical Systems
SATP	Security Assistance Training Program
SCR	Software change request
SNAP	Shipboard Nontactical ADP Program
SPMS	Standard Personnel Management System
SPRD	System post-deployment reviews
SUBLANT	Naval Submarine Force, Atlantic
SUBPAC	Naval Submarine Force, Pacific
SURFLANT	Surface Forces, Atlantic
SURFPAC	Surface Forces, Pacific
TAD	Temporary additional duty
T-AH	Hospital ships
TFMMS	Total Force Manpower Management System
TIWG	Test integration working group
TMR	Tentative medical requirements
TQL	Total quality leadership
USUHS	Uniformed Services University of the Health Sciences
USAMMDA	U.S. Army Medical Material Development Agency
USNA	United States Naval Academy
USTF	Uniformed services treatment facilities
VCNO	Vice Chief of Naval Operations
WAS	Women at sea



### Special Assistants

Equal Opportunity .....00E  
Equal Employment Opportunity.....00F  
Staff Chaplain .....00G  
Force Master Chief .....00FMC  
Medical Inspector General .....00IG  
Staff Judge Advocate .....00L  
Public Affairs .....00P  
Quality Management .....00Q

## Chief, Bureau of Medicine and Surgery

MED 00

### Council of Corps Chiefs & Directors

Medical Corps.....00MC  
Dental Corps.....00DC  
Medical Service Corps .....00MSC  
Nurse Corps.....00NC  
Hospital Corps .....00HC

## Deputy Chief, Bureau of Medicine and Surgery

MED 09

### Assistant Chief for Resource Management/Comptroller

MED 01

### Assistant Chief for Operational Medicine and Fleet Support

MED 02

### Assistant Chief for Health Care Operations

MED 03

### Assistant Chief for Logistics

MED 04

### Assistant Chief for Personnel Management

MED 05

### Assistant Chief for Dentistry

MED 06

### Assistant Chief for Reserve Affairs

MED 07

### Assistant Chief for Plans, Analysis, & Evaluation

MED 08



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CHIEF, BUREAU OF MEDICINE AND SURGERY

Mission. To ensure personnel and material readiness of shore activities as assigned by the Chief of Naval Operations for command; to develop health care policy for all shore-based treatment facilities and operating forces of the Navy and Marine Corps; to provide primary and technical support in the direct health care delivery system of shore-based treatment facilities and operating forces of the Navy and Marine Corps; and to manage the use of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), and other indirect health care delivery systems.

Functions

1. Commands the Bureau of Medicine and Surgery (BUMED) and shore facilities assigned by the Chief of Naval Operations (CNO).
2. Ensures the readiness of personnel and material under the command of BUMED and provides primary and technical support for delivery of health care to all beneficiaries.
3. Maintains cognizance of and provides support to the health care and preventive medicine needs of the Operating Forces of the Navy and Marine Corps.
4. Directs the provision of medical and dental care and services as authorized by law or regulations in medical and dental activities for Navy and Marine Corps personnel, other uniformed services personnel, their dependents, retired members and their dependents, eligible survivors of deceased members, Federal civilian employees, and other categories of persons authorized by law or regulation.
5. Ensures the provision of medical and dental care in nonnaval facilities for persons authorized by law or regulation.
6. Ensures implementation of policies and directives to conduct occupational health and preventive medicine programs.
7. Directs the planning and execution of biomedical research programs required to ensure state-of-the-art health care delivery and the effective application of medical and biophysiological parameters to operationally relevant scenarios.
8. Ensures the acquisition and maintenance of a total force of appropriately trained medical and dental military and civilian personnel.

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CHIEF, BUREAU OF MEDICINE AND SURGERY (continued)

9. Develops implementation guidelines and monitors application of physical standards and examinations of persons for entrance and retention in the naval service and for specialized duties.
10. Provides professional and technical guidance for design, construction, manning, and equipping of medical and dental facilities ashore and afloat.
11. Conducts inspections of medical and dental treatment facilities (MTFs and DTFs), activities commanded by BUMED, and assists other immediate superiors in command in performing command inspections throughout the Navy and Marine Corps.
12. Monitors the performance of MTFs and DTFs to ensure that standards for the delivery of health care are met.
13. Formulates policy and provides oversight for patient management and administration.
14. Ensures acquisition and execution of health care resources budgeted for claimancy 18 activities.
15. Prepares, revises, and publishes manuals, instructions, and other communications to issue Medical Department policies and procedures on medical, dental, professional, technical, and administrative matters.
16. Develops global plans and programs for health care delivery.
17. Provides health care and graduate medical and dental education consistent with current professional standards of practice.
18. Provides training to meet the requirements of the health care system's operations.
19. Implements assigned programs to meet Navy and Marine Corps mobilization and contingency plans.
20. Ensures cooperation with civil authorities in matters pertaining to public health, disasters, and other emergencies.



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OOA

EXECUTIVE ASSISTANT

Functions

1. Directs the management and coordinates the internal administration and work of the chief to ensure efficient operation and function of the office.
2. Makes recommendations to the chief on matters related to personal and official correspondence.
3. Coordinates the function of the office of the chief and N093 and support staff. Directs the coordination of administration and work between OPNAV and BUMED.
4. Tracks items of personal interest to the chief.
5. Represents the chief with appropriate direction on matters of business, working with assistant chiefs, special assistants, and interacting with echelon 1 representatives, and the executive assistants to the OPNAV, SECNAV, AND SECDEF staffs.
6. Serves as the chief's principal advisor and confidant.
7. Prepares a wide variety of correspondence for the chief on matters pertinent to managing OPNAV, BUMED, and claimancy business.
8. Supports the chief in the performance of all defined functions.

OOAO

ADMINISTRATIVE OFFICER

Functions

1. Provides administrative support and managerial guidance for the officer of the chief to ensure efficient operation and function of the office.
2. Provides administrative and organizational guidance in all administrative management matters including general administration, civilian personnel administration, correspondence management, records maintenance, and recurring reports.
3. Controls and manages all functions of the administrative aspects of the office of the chief and N093 and serves as security officer and classified material custodian.

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00A1  
AIDE

Functions

1. Administers personal and social matters and appointments for the Chief, BUMED.
2. Arranges and coordinates the chief's visits. Accompanies the chief on such visits, and welcomes and assists visitors to the chief.
3. Arranges for and assists in ceremonies and in the rendering of honors and courtesies.

00E  
SPECIAL ASSISTANT FOR EQUAL OPPORTUNITY PROGRAM

Mission

To act as advisor and assistant to the chief in matters pertaining to the command managed equal opportunity (CMEO) and the Navy affirmative action programs for military personnel of BUMED command activities.

Functions

1. Serves as an advisor and assistant to the chief in matters related to ensuring equality of opportunity and treatment for all military members of the Medical Department, regardless of race, creed, color, gender, or national origin.
2. Advises and assists the chief in assuring that merit, ability, performance, experience, and potential are the individual factors used to justify the selection or rejection of individuals for enlistment or appointment, promotion, training, assignment to duty, or any other personnel action.
3. Monitors the BUMED CMEO program by directly advising and assisting commanding officers and officers in charge of BUMED command activities not assigned under an RLC. Also provides technical assistance and guidance at the request of RLCs regarding EO issues for Medical Department activities under their control. This includes providing (1) program guidance and planned staff visits to eliminate racism, genderism, and other practices that deny the worth and dignity of individuals, (2) monitoring systematic approaches to address problems identified in command climate assessment, and (3) conducting cultural education programs designed to ensure a climate where equal opportunity exists consistent with high standards of good order, discipline, and combat readiness.
4. Ensures proper investigation of equal opportunity related complaints, the conduct of required training and inspections, the collection and maintenance of required demographic data, and the presence of a systematic approach to addressing problems identified in command climate assessments.
5. Undertakes other CMEO functions as directed by the Chief, BUMED.

00F

SPECIAL ASSISTANT FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

Mission

To act as advisor and assistant to the Chief, BUMED in equal employment opportunity (EEO) matters for civilian personnel of BUMED command activities.

Functions

1. Develops and monitors EEO plans and affirmative employment programs to implement the policies of the Office of Personnel Management (OPM), EEO Commission, and DON regulations. These programs include the Federal Women's Program, Hispanic Employment Program, Program for People with Disabilities, Black Employment Program, Asian American/Pacific Islander Employment Program, American Indian/Alaskan Native Employment Program, Disabled Veterans Program, the Upward Mobility Program, Federal Equal Opportunity Recruitment Program (FEORP), and the Prevention of Sexual Harassment Program. Manages the discrimination complaint process following the EEO Commission as mandated by executive and legislative laws.
2. Participates with key line and staff managers to develop and review present and proposed guidelines which concern the planning and administration of the civilian work force.
3. Participates in bureau meetings in which decisions are made that affect civilian personnel administration.
4. Develops methods for review of activity directives, procedures, actions, achievements, and problems which impact on the status of minorities, women, and people with disabilities and initiates actions to assist activities in overcoming impediments.
5. Provides leadership and guidance to BUMED command activities equal employment opportunity officers (EEOOs) in developing and carrying out effective EEO programs through program oversight, planned staff visits, and other methods.
6. Follows up on activity discrimination complaints which are not being processed within prescribed time limits.

00F

SPECIAL ASSISTANT FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM  
(continued)

7. Serves as the BUMED representative on EEO matters including consultation with BUMED officials, civilian personnel officers, officials on the staff of the DON Director for Equal Employment Opportunity, DoD, Equal Employment Opportunity Commission, OPM, other Federal agencies, civil rights organizations, and institutions of higher learning.

8. Provides leadership and guidance for the bureau EEO Program.

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00G

STAFF CHAPLAIN

Mission

To serve as the principal advisor to the Chief, BUMED on religious and moral matters; to assist in the administration of religious ministries.

Functions

1. Advises on all matters relating to religion and religious ministries within BUMED.
2. Advises the Chief of Chaplains on matters concerning religious ministries within BUMED which require the attention of the Chief of Chaplains.
3. Monitors billets and billet requirements for chaplains and for religious program specialists (RPs) in BUMED and advises appropriate authority of manpower authorization change requests.
4. Monitors the Auxiliary and Contract Chaplain Program on behalf of the Chief of Chaplains.
5. Coordinates matters such as site plans, justification data, priorities, programming, and funding for construction of religious facilities.
6. Participates in the BUMED command inspection program for the purpose of evaluating the effectiveness of religious programs.
7. Facilitates the ministry of chaplains via bureau channels and provides orientation and continued training for all chaplains and RPs in medical and dental treatment facilities.
8. Aids development of ministry models to meet the unique needs of BUMED.
9. Maintains communications and conducts conferences for chaplains as required.
10. Identifies training needs of chaplains and RPs to the Chief of Chaplains.
11. Provides a summary of chaplains quarterly report to the Chief of Chaplains.

00FMC  
FORCE MASTER CHIEF

### Mission

Functions as the principal enlisted advisor to the Chief, BUMED to keep him apprised of existing or potential situations, procedures, and practices that affect the enlisted men and women of Navy Medicine (hospital corpsmen, dental technicians, and deployable medical systems personnel (DEPMEDs)). The Force Master Chief takes precedence over all other enlisted members within Navy Medicine.

### Functions

1. Assists the Chief, BUMED in an advisory or active role in all matters pertinent to the welfare, job satisfaction, morale, use, and training of enlisted personnel assigned.
2. Provides necessary assistance to subordinate commands in matters pertaining to enlisted personnel.
3. Serves as the terminal for dialogue between Navy Medicine enlisted personnel, their families, and Chief, BUMED, bringing to the attention of the appropriate staff division, action required to correct unsatisfactory conditions.
4. Acts at all times to maintain and promote the effectiveness and efficiency of the chain of command.
5. Serves as a member of the Chief of Naval Operations Master Chief Petty Officer Advisory Panel.
6. Maintains close liaison with the Master Chief Petty Officer of the Navy and other fleet and force master chiefs providing information pertinent to all Navy enlisted personnel.
7. Uses all available tools, including personal visits to field activities, to establish and maintain open lines of communication between BUMED and Navy Medicine's enlisted community.



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00IG

MEDICAL INSPECTOR GENERAL (IG)

### Mission

To coordinate the BUMED portion of the Naval Command Inspection Program by inspecting, investigating, and reporting professional, technical, and administrative matters affecting the efficiency, effectiveness, and integrity of the operation of the medical and dental activities.

### Functions

1. Conducts command professional, primary, and technical support inspections of MTFs and DTFs.
2. Conducts command, professional, and technical inspections of BUMED claimancy activities.
3. Augments CMC, fleet CINCs, systems commands, and other echelon 2 and 3 commanders in conducting professional, primary, and technical medical inspections.
4. Prepares inspection reports and recommendations on activities and reports findings to Chief, BUMED and the chain of command as appropriate.
5. Reviews Naval Inspector General Medical Department Implementation Status Reports (ISRs).
6. Conducts investigations into allegations received through formal and informal complaint systems (i.e., Comptroller of the Navy reports; Hotlines; congressional inquiries; health care related incidents; JAGMAN investigations; audits), as required.
7. Conducts followup on all recommendations and reports. Identifies deficiencies in health care policy or management to the Chief, BUMED and makes recommendations for resolutions.
8. Maintains liaison with the Office of the Naval Inspector General, Deputy Naval Inspector General for Marine Corps Matters/Marine Corps IG, fleet CINC IGs, echelon 2 and RLC IGs, and civilian agency inspector offices.
9. Identifies potential efficiencies in health care policy or management and recommends their implementation.

00L  
STAFF JUDGE ADVOCATE

Mission

To serve as legal counsel to the Chief, BUMED and BUMED staff and provides legal advice, support, and counsel regarding medico-legal matters.

Functions

1. Provides guidance, support, and direction BUMED-wide on legal matters.
2. Reviews and prepares for Chief, BUMED recommended action on disciplinary matters, including administrative processing, courts-martial, nonjudicial punishments, requests for clemency, requests for parole, and complaints of wrong.
3. Provides guidance BUMED-wide concerning release of information (including Privacy Act requests, subpoenas, and general requests).
4. Coordinates BUMED-wide the Freedom of Information Act Program.
5. Provides guidance BUMED-wide concerning maintenance of records. Coordinates with CNO (N09B30) to publish changes to existing and new systems of records in the Federal Register.
6. Serves as legal advisor concerning EEO complaints and other labor law matters.
7. Serves as ethics counselor for BUMED. Coordinates submission of required reports, provides legal opinions concerning standards of conduct, conflicts of interest, and ethical issues, prepares letters of censure, and disseminates information to field.
8. Serves as component representative for Federal Register matters.

00P  
SPECIAL ASSISTANT FOR PUBLIC AFFAIRS

Mission

To inform Medical Department personnel, other members of the naval service, and the general public about the mission, programs, and activities of BUMED and Navy Medicine; to advise the Chief, BUMED concerning the public information needs of the bureau and Navy Medicine.

Functions

1. Advises the Chief, BUMED on all public affairs and public information matters.
2. Develops and implements BUMED information programs to internal Navy and external civilian audiences.
3. Responds to public and media inquiries from diverse sources, both within and outside the Navy, regarding BUMED and Navy medicine activities.
4. Serves as liaison between BUMED and the office of the Chief of Information (CHINFO) in responding to media queries and provides information for dissemination to the Navy family and the general public.
5. Acts as liaison with other military organizations, Federal and civilian agencies, for technical information and professional publications.
6. Prepares, coordinates, and releases information and story ideas that contribute to greater understanding of the role and mission of BUMED and Navy Medicine to media - press, radio, and television - and other interested audiences.
7. Manages the Fleet Home Town News release program for BUMED.

00Q  
SPECIAL ASSISTANT FOR QUALITY MANAGEMENT

Mission

To assist Chief, BUMED and the Executive Steering Council in formulating principles and policies and prescribing procedures to ensure that all aspects of the operation of the Medical Department are of the highest quality; that an infrastructure is established and maintained that enables continuous quality improvement throughout the organization; and that BUMED is trained and equipped to facilitate quality improvement in its daily operation.

Functions

1. Supports and sustains the implementation and practice of Total Quality Leadership (TQL) in the Medical Department.
2. Advises the Chief, BUMED, the Medical Department Executive Steering Council (ESC), and the BUMED Quality Improvement Council (QIC) on quality management issues.
3. Maintains effective contact and participation with organizations within the Navy and external bodies involved in quality improvement efforts.
4. Monitors the status of TQL implementation within Medical Department activities to include establishing mechanisms to report such activities.
5. Maintains liaison with individual command quality improvement coordinators to contribute to and solicit information regarding the TQL effort.
6. Provides liaison services between Medical Department activities, the Naval Medical Quality Institute, and BUMED to include coordinating implementation initiatives.
7. Serves as the Medical Department point of contact with the Quality Management Network of the Institute for Healthcare Improvement (IHI) of which BUMED is a member, and with other external organizations as appropriate.
8. Serves as facilitator staff for the Medical Department Executive Steering Council, the BUMED Quality Improvement Council, quality management boards, as chartered, and the Medical Department Flag Council, as required.

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00Q

SPECIAL ASSISTANT FOR QUALITY MANAGEMENT (continued)

9. Provides input to and assists with Chief, BUMED's role as a member of the DON Executive Steering Group and the OPNAV ESC.
10. Provides a significant role in teaching TQL philosophy and technique to Medical Department executive level bodies and to members of BUMED.
11. Maintains TQL-related information networks to include the Quality Information Support System of the Quality Management Network of the Institute for Healthcare Improvement (IHI).
12. Develops and maintains a system-wide program to encourage innovation and creative leadership and to facilitate exchange of innovative systems, procedures, and techniques, both within and external to Navy Medicine.
13. Develops policy guidance concerning the implementation of TQL philosophy and practice within the Naval Reserve medical component.
14. Facilitates and supports strategic planning processes as directed.

COUNCIL OF CORPS CHIEF AND DIRECTORS

Mission

To collectively analyze and discuss issues that effect all Navy Medical Department communities. The council is comprised of the Chief, BUMED, Chief of the Medical Corps, Chief of the Dental Corps, Director of the Medical Service Corps, Director of the Nurse Corps, Director of the Hospital Corps, and a senior civilian representative appointed by Chief, BUMED.

00MC  
CHIEF OF THE MEDICAL CORPS

Mission. To serve as the principal advisor to and advocate for all members of the medical corps; to provide the Chief, BUMED with centralized, coordinated advice on policy development to efficiently manage the medical corps; to provide a corporate forum for addressing issues of concern to the Navy's physician constituency; and to ensure all statutory and regulatory physician community management responsibilities are met.

Functions

1. Serves as the principal advocate and ombudsman for Navy physicians, both individually and collectively.
2. Identifies, monitors, and resolves any issue impacting upon the quality, efficiency, readiness, training, or morale of members of the medical corps.
3. Serves as the BUMED designated community management liaison with external authority.
4. Provides recommendations on policy for personnel management strategies to ensure a fully manned and trained physician community.
5. Serves as the point for dissemination of corps specific information.
6. Serves as chairman of the Medical Education Policy Council.
7. Serves as chairman of the Professional Review Board.
8. Serves as chairman of the Special Pays Review Board.



OOMCA  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the corps chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the chief.
6. Reviews, assigns, and routes correspondence taskings to ensure action is completed in a timely manner.
7. Advises and assists the chief in consideration of policies and problems.
8. Performs liaison with other offices internal and external to BUMED.
9. Assists in the development of and monitors the budget.
10. Conducts analysis of all manpower plans including but not limited to: promotion, accession, redesignation, and training. Assesses medical corps billet requirements in relation to force structure, efficiency reviews, and staffing standard criteria.
11. Serves as primary liaison with medical corps specialty advisors.
12. Tracks and reports progress of all OPNAV, SECNAV, DoD, and civilian policy and budget items likely to effect the medical corps.

9 Jun 93

OOMCB

DEPUTY CHIEF OF THE MEDICAL CORPS

Functions

1. Serves in the absence of the chief.
2. Advises and assists the chief in the execution of the chief's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the corps.
4. Assigns personnel resources within the corps.
5. Directs the training and education programs for the corps.
6. Conducts inspections and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the corps.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the corps chief's office. Approves requisitions for operating supplies, equipment, and services within established budget allowances.
10. Monitors and coordinates the development, review and updating of accession, augmentation, strength, training, and promotion plans of Navy medical corps officers.
11. Serves as an ombudsman for all Navy medical corps officers.
12. Serves as liaison with other Federal dental service staff officers on subjects such as incentive special pays, scholarships, retention, and other medical officer issues.
13. Serves as liaison with the Navy Recruiting Command.
14. Serves as project officer for both the Health Professions Scholarship Program (HPSP) and the Financial Assistance Program (FAP).
15. Serves on the Medical Corps Professional Review Board.

9 Jun 93

OOMCB

DEPUTY CHIEF OF THE MEDICAL CORPS (continued)

16. Prepares correspondence to answer inquiries from Congress, DoD, SECNAV, and civilian professional organizations on all issues related to medical officer community management.

17. Serves as point of contact for BUMED medical corps specialty advisors.

18. Maintains an active clinical practice.

19. Actively works with general medical officers to apply for GME II training programs.

20. Coordinates existing and proposed policies affecting the surgical, medical, and general medical officer practices of the Navy medical corps. Evaluates the use of these practices including cooperative arrangements and contracting.

9 Jun 93

00DC

CHIEF OF THE DENTAL CORPS

Mission. To develop, coordinate, evaluate, advise, monitor, and represent the Medical Department on policies, plans, and requirements affecting Navy dental officers. To assess and provide policy guidance in the areas of procurement, selection, promotion, dental special pays, undergraduate and graduate dental education, use, distribution, assignment, career development, and disposition of Navy dental officers. Acts as the Navy Medical Department spokesman, regarding all dental professional matters, to military and civilian counterparts; to perform all functions prescribed by law or regulation for the Chief of the Dental Corps.

Functions

1. Principal advisor to Chief, BUMED on all dental officer matters; serves as the Navy dental corps community management liaison with BUPERS.
2. Develops, implements, and coordinates all policy matters for affecting Navy dental officers.
3. Develops and recommends policy on dental officer qualifications and performance following Navy personnel policies.
4. Establishes liaison with BUPERS on all matters pertaining to dental officers, including dental officer training, placement, and distribution.
5. Develops programs and policies which support and sustain dental officer recruitment, selection, use, and retention objectives following DON and DoD staffing requirements and standards.
6. Principal Navy representative for DON dentistry and all Navy dental officers.
7. Advances dental officers professional interests by establishing liaison with dental societies, civilian institutions, and other governmental agencies through speeches, conferences, and consultation.
8. Monitors compensation benefits associated with the civilian practice of dentistry for purposes of providing informed opinions on the merit of dental officer special pays.

00DC  
CHIEF OF THE DENTAL CORPS (continued)

9. Nominates dental officers to serve on selection boards, committees, and other special boards as required.
10. Determines training requirements for dental officers.
11. Ensures that Navy dental training courses and programs meet all applicable civilian dental educational standards.
12. Serves as DON member of the ASD(HA)'s Triservice Dental Chief's Council and represents DON on other senior policy forums related to Navy dentistry or Navy dental officers.

BUMEDINST 5430.6  
9 Jun 93

OODCA  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the chief.
6. Reviews, assigns, and routes correspondence taskings to ensure action is completed in a timely manner.
7. Advises and assists the chief in consideration of policies and problems.
8. Performs liaison with other offices internal and external to BUMED.

OODCB  
DEPUTY CHIEF OF THE DENTAL CORPS

Functions

1. Serves in the absence of the chief.
2. Advises and assists the chief in the execution of the chief's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the corps.
4. Assigns personnel resources within the corps chief's office.
5. Directs the training and education programs for the corps.
6. Conducts inspections and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the corps.
8. Overseas and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the corps chief's office. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the corps chief's office.
10. Monitors and coordinates the development, review and updating of accession, augmentation, strength, training, and promotion plans of Navy dental corps officers.
11. Serves as an ombudsman for all Navy dental corps officers.
12. Serves as liaison with other Federal dental service staff officers on subjects such as special pays, dental scholarships, retention, and other dental officer issues.
13. Serves as liaison with the Navy Recruiting Command.
14. Serves as project officer for both the Health Professions Scholarship Program (HPSP) and the Financial Assistance Program (FAP).
15. Monitors and serves as point of contact for the Dental Student Early Commissioning Program (1925I).
16. Serves as the President, Dental Corps Professional Review Board.

BUMEDINST 5430.6  
9 Jun 93

OODCB

DEPUTY CHIEF OF THE DENTAL CORPS (continued)

17. Liaisons with MED-53 on the development and execution of orientation, career progression planning, training, assignment, and distribution of Navy dental officers.

18. Prepares correspondence to answer inquiries from Congress, DoD, SECNAV, and dental civilian professional organizations on all issues related to dental officer community management.

19. Serves as point of contact for BUMED dental specialty advisors.



00MSC  
DIRECTOR, MEDICAL SERVICE CORPS

Mission. To provide centralized, coordinated policy development and guidance for medical service corps matters; to develop, implement and maintain medical service corps programs which support overall mission objectives and policies established by CNO and Chief, BUMED.

Functions

1. Serves as the principal advisor to OPNAV and BUMED for all medical service corps related matters.
2. Prepares accession, redesignation, training, and promotions plans for medical service corps personnel.
3. Evaluates and advises on career planning system for medical service corps officers.
4. Monitors and advises on execution of military personnel programs dealing with professional development, use, and overall career force maintenance.
5. Evaluates policy involving medical service corps officers in contingency and operational settings and recommends changes to appropriate warfare and platform sponsors.
6. Develops criteria for career development which promotes growth and the opportunity for its achievement by medical service corps officers in both military and mission area roles.
7. Performs analysis and evaluation of medical service corps authorization file and recommends changes to appropriate sponsors.
8. Prepares input and responses for statements and backup materials for Navy Medical Department testimony before Congress relating to medical service corps issues and matters.
9. Serves as naval representative in designated medical service corps studies involving OASD(HA), JCS, ASN, and community agencies; conducts special projects, studies, and analysis of medical service corps issues and develops recommended DON position.
10. Establishes the strategic goals and vision for the medical service corps.

9 Jun 93

OOMSCA

EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the director.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the director.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the director and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the director.
6. Reviews, assigns, and routes correspondence taskings to ensure action is completed in a timely manner.
7. Advises and assists the director in consideration of policies and problems.
8. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
9. Performs liaison with other offices internal and external to BUMED.

OOMSCB  
DEPUTY DIRECTOR OF THE MEDICAL SERVICE CORPS

Functions

1. Serves in the absence of the director.
2. Advises and assist the director in the execution of the director's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the corps.
4. Assigns personnel resources within the director's office.
5. Directs the training and education programs for the corps.
6. Conducts inspections and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the corps.
8. Oversees and manages projects and programs that cross departmental lines of functions.
9. Exercises budgetary control of funds for expenses of the director's office. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the director's office.
10. Monitors and coordinates the development, review, and updating of accession, augmentation, strength, training, and promotion plans of Navy Medical Service Corps officers.
11. Serves as an ombudsmen for all Navy Medical Service Corps officers.
12. Serves as liaison with other Federal Medical Service Corps service staff officers on subjects such as special pays, scholarships, retention, and other Medical Service Corps officer issues.
13. Serves as liaison with the Navy Recruiting Command.
14. Serves as project officer for both the Health Professions Scholarship Program (HPSP), the Financial Assistance Program (FAP) and the Health Services Collegiate Program (HSCP).
15. Liaisons with MED-53 on the development and execution of orientation, career progression planning, training, assignment, and distribution of Navy Medical Service Corps officers.

9 Jun 93

00MSCB

DEPUTY DIRECTOR OF THE MEDICAL SERVICE CORPS (continued)

16. Prepares correspondence to answer inquiries from Congress, DoD, SECNAV, and Medical Service Corps civilian professional organizations on all issues related to Medical Service Corps officer community management.

17. Serves as point of contact for BUMED Medical Service Corps specialty advisors.

18. Evaluates Medical Service Corps programs to ensure consistency with goals and objectives of Navy Medicine; staffs accordingly, ensuring compliance with professional standards of practice.

19. Reviews and determines the relevance of current national healthcare trends on the Medical Service Corps and takes appropriate action.

00NC  
DIRECTOR, NAVY NURSE CORPS

Mission. To provide centralized, coordinated policy development and guidance for professional nursing matters in operational and conventional settings; to develop, implement, and maintain nurse corps programs which support and sustain overall Navy Medicine mission objectives and policies established by the CNO and Chief, BUMED.

Functions

1. Serves as the principal advisor to Chief, BUMED for all Nurse Corps related matters.
2. Provides centralized and coordinated policy development and guidance for the corps.
3. Establishes liaison with BUPERS on all matters relating to accession, redesignation, training, and promotion plans for Nurse Corps personnel.
4. Monitors the implementation of the Nurse Corps Strategic Plan.
5. Recommends entry standards into the Nurse Corps and makes recommendations regarding the allocation of billets and effective use of corps personnel in conjunction with appropriate program sponsors.
6. Serves as a member of the Federal Nursing Chiefs Council.
7. Advances Nurse Corps professional interests by establishing liaison with nursing organizations, civilian academic institutions, and other governmental agencies through speeches and attendance at conferences.
8. Represents Chief, BUMED as principal point of contact for the Nurse Corps and provides backup material, statements, or testimony for the Navy or Chief, BUMED to Congress or other forums as required.
9. Serves as naval representative in designated Nurse Corps studies involving OASD(HA), DVA, JCS, ASN, and community agencies; conducts special projects, studies, and analysis of Nurse Corps issues and develops recommended DON position.
10. Reviews and develops policy for programs in contingency and operational nursing care and recommends changes to appropriate warfare and platform sponsors.

9 Jun 93

00NCA

EXECUTIVE ASSISTANT

1. Arranges and coordinates the director's visits to other commands and accompanies the director when indicated on such visits.
2. Administers schedule, social matters, and appointments for the Director, Navy nurse corps.
3. Principal speech and correspondence writer for the Director, Navy Nurse Corps.
4. Serves as primary liaison with Navy Recruiting Command related to nurse corps activities.
5. Serves as editor for the Nurse Corps Updates.
6. Initiates and responds to public affairs communication pertaining to Nurse Corps issues.
7. Arranges for and assists in ceremonies and in the rendering of honors and courtesies.
8. Manages the internal organizational functions of the Nurse Corps Division and civilian support staff.
9. Develops and monitors division budget.
10. Participates in preparation of responses to inquiries and requests for information from various sources.
11. Maintains division tasker list for correspondence and tasking responses.

OONCB  
DEPUTY DIRECTOR, NAVY NURSE CORPS

Functions

1. Serves in the absence of the director.
2. Advises and assists the director in the execution of the director's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the corps.
4. Assigns personnel resources within the Nurse Corps Division.
5. Directs the training and education programs for the corps.
6. Conducts inspections and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the corps.
8. Overseas and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the director's office. Approves requisitions for operating supplies, equipment, and services within established budget allowances.
10. Monitors and coordinates the development, review and updating of accession, augmentation, strength, training, and promotion plans of Navy Nurse Corps officers.
11. Serves as an ombudsman for all Nurse Corps officers.
12. Prepares correspondence to answer inquiries from Congress, DoD, SECNAV, and civilian professional organizations on all issues related to Nurse Corps officer community management.
13. Serves as point of contact for BUMED Nurse Corps specialty advisors.
14. Facilitates and proposes programs to promote nursing readiness in support of contingency and operational commitments; recommends changes to mobilization material requirements pertinent to nursing programs.
15. Maintains close liaison with BUPERS 4415 in coordinating assignments of senior officers to director of nursing services and executive medicine positions.

BUMEDINST 5430.6

9 Jun 93

00NCB

DEPUTY DIRECTOR, NAVY NURSE CORPS

16. Maintains close liaison with triservice, DoD, and ASD/HA representatives to identify and develop nursing programs and policies.



OOHC  
DIRECTOR OF THE HOSPITAL CORPS

Mission. Advise, assist, centralize, and coordinate guidance on enlisted community (hospital corps and dental technicians) matters. Develop, monitor, and advise on the career progression plans for enlisted personnel. Study and advise on matters of training, distribution, advancement opportunities, and direction of the enlisted community.

Functions

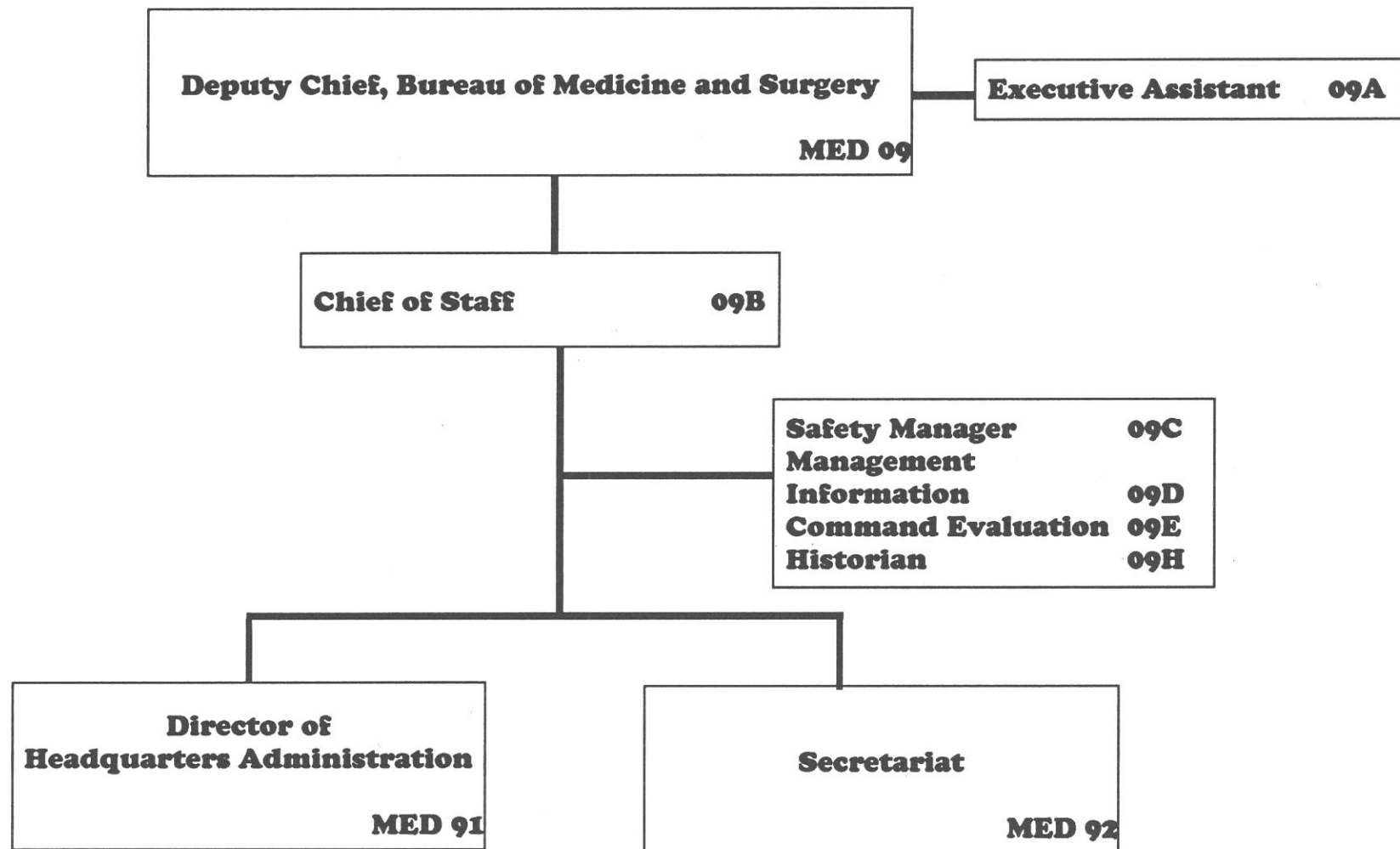
1. Serves as principal advisor to Chief, BUMED on hospital corps and dental technician matters.
2. Provides centralized and coordinated policy development and guidance for the hospital corps and dental technicians.
3. Reviews professional standards of practice, methods of delivery, and patient care provided by the hospital corps and dental technicians.
4. Recommends standards of entry into the Navy for the profession and makes recommendations regarding the allocation of billets and effective use of hospital corps and dental technician personnel in conjunction with appropriate program sponsors.
5. In conjunction with BUPERS enlisted community managers using long range analysis, develops goals, objectives, and plans for the hospital corps.
6. Establishes liaison with the BUPERS on all matters pertaining to the hospital corps and dental technicians including accession, training, placement, distribution, and promotion.
7. Serves as representative to triservice councils and represents the hospital corps and dental technicians on other policy forums relating to the profession.
8. Serves as Navy liaison to professional organizations.
9. Provides for representation on study groups organized by outside agencies (CNA, DoD) regarding the profession.
10. Represents Chief, BUMED as principal point of contact for the hospital corps and dental technicians and provides backup material, statements, or testimony for the Navy or Chief, BUMED to Congress or to other forums as required.

BUMEDINST 5430.6  
9 Jun 93

OOHC  
DIRECTOR OF THE HOSPITAL CORPS

11. Serves as focus for public relations, retention, recruiting, Reserves, and morale building within the hospital corps.

12. Advises, leads, and receives information from the enlisted technical advisors dealing with various enlisted NEC's.





09

DEPUTY CHIEF, BUREAU OF MEDICINE AND SURGERY

### Mission

To perform such duties and hold such authority with respect to the Medical Department as Chief, BUMED may delegate with the approval of CNO. To act in Chief, BUMED's stead in all matters not specifically reserved by law to Chief, BUMED. To serve as the executive to the Chief, BUMED.

### Functions

1. Sets policy for the day-to-day management of all activities related to the administration of the bureau.
2. Acts as Chief, BUMED's primary liaison between offices of other Government and civilian agencies, field commands, and BUMED on matters affecting the administration of the bureau; advises and assists representatives of these organizations in the interpretation and application of BUMED policy; and provides guidance in the problem areas.
3. Exercises final approval authority over resource allocation within the bureau.
4. Chairs the Resource Advisory Council.
5. Chairs the Information Systems Executive Board for the BUMED claimancy.
6. Chairs the Command Assessment Team.
7. Chairs the BUMED Quality Improvement Council.
8. Chairs the Research Review Board.
9. Chairs the Lessons Learned Flag Oversight Committee.

9 Jun 93

09A

EXECUTIVE ASSISTANT

Functions

1. Directs the management and coordinates the internal administration and work of the deputy chief to ensure efficient operation and function of the office.
2. Makes recommendations to the deputy chief on matters related to personal and official correspondence
3. Tracks items of personal interest to the deputy.
4. Represents the deputy with appropriate direction from the deputy on matters of business, working with assistant chiefs and special assistants, and interacting with echelon 2 and 3 commanding and executive officers to execute the deputy's policies, plans, and guidance.
5. Serves as the deputy's principal advisor and confidant, assisting the deputy in evaluating issues.
6. Prepares a wide variety of correspondence for the deputy's signature on matters pertinent to managing BUMED and claimancy business.
7. Interacts with other EAs, internal and external to BUMED to facilitate and coordinate issue resolution and problem solving.
8. Supports the deputy in the performance of all defined functions.

09B  
CHIEF OF STAFF

Mission

To assist the deputy chief in the administration of the day-to-day operation of the bureau; to ensure the systematic coordination and review of issues; to provide oversight of the management of headquarters support functions; to serve as commanding officer for enlisted personnel assigned to BUMED.

Functions

1. Provides information and recommendations to the deputy and assistant chiefs pertaining to issues under review.
2. Implements policy decisions of the deputy in day-to-day operations of BUMED.
3. Ensures appropriate coordination of all issues before the deputy's review.
4. Assists the deputy in arbitrating issues unresolved at the assistant chief level.
5. Recommends distribution of financial, personnel, equipment, and facility resources of the bureau.
6. Provides oversight for the BUMED Command Evaluation and Management Control Programs.
7. Serves as designated target holder of funds for the internal operation of BUMED.
8. Chairs designated standing and adhoc committees and working groups.
9. Exercises authority as commanding officer for enlisted personnel following U.S. Navy Regulations and the Uniformed Code of Military Justice.
10. Fosters positive morale and welfare of all staff personnel.
11. Serves as a member of the BUMED Quality Improvement Council.

BUMEDINST 5430.6  
9 Jun 93

09C  
SAFETY MANAGER

### Mission

To manage the Occupational Safety and Health (OSH) Program for BUMED and ensure employees are provided a safe and healthful working environment.

### Functions

1. Plans, directs, and administers all aspects of the bureau's OSH Program.
2. Plans, conducts, and documents workplace inspections of all buildings, grounds, facilities, material, equipment, devices, operations, and conditions to ensure compliance with applicable policies, laws, regulations, and standards.
3. Attends, conducts, or participates in the bureau's OSH Council meetings.
4. Conducts and coordinates OSH training and educational programs.
5. Implements requirements and procedures for employee hazard reporting and mishap investigations, maintains records and files of reports and corrective actions, and advises employees and supervisors of the reporting process, appeal rights, and procedures.
6. Manages the Deficiency Abatement Program to correct workplace hazards.



09D

SPECIAL ASSISTANT FOR MANAGEMENT INFORMATION SYSTEMS

Mission

To exercise BUMED responsibility for centralized coordination over policy, planning, and integration of requirements for medical management information systems; to implement the responsibilities of Chief, BUMED with respect to determination of characteristics, development, appraisal, and coordination of program execution for medical management information systems; to act as principal advisor to Chief, BUMED on medical management information and communications systems to ensure optimum use of available information systems; and to act as BUMED representative to other services and Government agencies for matters involving communications and information systems.

Functions

1. Serves as the principal office for preparing medical information resource management (IRM) policy documents for signature by Chief, BUMED or other appropriate authority.
2. Develops BUMED strategic medical information resource plans and naval medical operational plans supporting IRM initiatives.
3. Provides oversight of major information system programs deployed in claimancy 18 facilities.
4. Conducts BUMED IRM assessment and support functions.
5. Provides oversight of BUMED information technology fiscal matters.
6. Coordinates BUMED software engineering initiatives.
7. Coordinates all corporate information management programs with BUMED claimancy.
8. Provides BUMED liaison with industry to assess IRM technological needs and addresses related business opportunities and technology base issues.
9. Coordinates with MED 01 and MED 04 to provide recommendations regarding IRM acquisition procedures and policy.
10. Identifies long-range basic research needs for information technology.

9 Jun 93

09D

SPECIAL ASSISTANT FOR MANAGEMENT INFORMATION SYSTEMS (continued)

11. Inventories major BUMED information systems (IS) and conducts claimancy-wide reviews on information management activities including planning, budgeting, training, acquisition, program management, and life cycle management actions.
12. Establishes IRM management control programs which institute procedures and followup actions for resolving identified material weaknesses within the BUMED IRM Program.
13. Formulates and implements IRM plans and procedures for information management, information systems management, and information technology management.
14. Develops and implements information resource strategic and operational IRM plans and evaluates, integrates, and oversees implementation of BUMED functional area and component IRM plans.
15. Provides technical support to MED-01 in oversight of the BUMED Information Technology Budget Exhibit.
16. Manages the BUMED Information Systems Security Program.
17. Provides technical support for coordination of IRM standardization efforts.

09E  
SPECIAL ASSISTANT FOR COMMAND EVALUATION

Mission

To advise Chief, BUMED regarding issues of efficiency, economy, and effectiveness of management and procedures for the BUMED claimancy.

Functions

1. Conducts periodic and special analyses, investigations, reviews, and studies to detect deficiencies, improprieties, or inefficiencies in the BUMED claimancy.
2. Evaluates internal management controls, practices, and procedures to determine adequacy of concept and effectiveness of operation throughout the BUMED claimancy.
3. Provides recommendations to correct conditions that adversely impact on management, mission accomplishment, or the integrity of the BUMED claimancy.
4. Serves as contact point, coordinates, and ensures appropriateness of all reports on BUMED claimancy actions relative to audits and reviews conducted by the GAO, Defense Audit Agency, Naval Audit Service, NIS, congressional committees, and other audit entities.
5. Provides the medical IG with information relative to closed audit recommendations for followup.
6. Coordinates the Navy Management Control Program for the BUMED claimancy.
7. Performs special studies, analyses, or investigations as directed by Chief, BUMED.

9 Jun 93

09H

HISTORIAN

### Mission

To develop, implement, and maintain a Navy Medical Department historical program. Advise Chief, BUMED and deputy on all aspects of the Medical Department's activities and improve the organization's corporate memory by developing a controlled collection of archival and reference documents.

### Functions

1. Responsible for the efficiency of the Medical Department's historical program and its proper administration.
2. Develops guidelines and provides consultation to aid Navy medical activities in preparing and publishing their institutional histories.
3. Collects, preserves, and archives historic documents such as letters, diaries, and personal papers, as well as photographs and artifacts relating to Navy Medicine.
4. Oversees the Medical Department's compliance with the Historic Preservation Act and ensures the historic integrity of naval hospitals and clinics.
5. Acts as curator of the Bureau of Medicine and Surgery (old Naval Observatory and Naval Medical School) and carries out interpretive programs, i.e., tours, articles, etc., to enhance and safeguard its status as a registered National Historic Landmark.
6. Provides advice and guidance to both official and academic researchers on matters relating to Navy medical history.
7. Serves as editor of NAVY MEDICINE, the Navy's official bimonthly medical journal.

91  
DIRECTOR OF HEADQUARTERS ADMINISTRATION

Mission

To provide centralized support in the areas of military and civilian human resource management, security, travel, fiscal and supply, maintenance, printing, forms and reports, regulations and directives, and central records management; to initiate and coordinate proposals for improvements and review administrative practices and procedures within the bureau to ensure compliance with policies and guidance of higher authority; to coordinate logistic support for official visits to BUMED.

Functions

1. Formulates the bureau budget and monitors and reports performance in relation to budget submissions received from the assistant chiefs.
2. Provides directives issuance management, control, and coordination.
3. Provides for physical security, safety, and facilities maintenance of the bureau.
4. Advises the chief of staff on matters pertaining to civilian and military staffing at the bureau.
5. Serves as liaison in matters pertaining to the administration of the bureau.
6. Approves overtime and compensatory time for civilian employees.
7. Serves as liaison with the Human Resources Office, Washington Navy Yard.
8. In coordination with the command master chief, administers inservice training for enlisted personnel assigned to the bureau.
9. Maintains allocation control of investment equipment, furniture, and other office equipment.
10. Advises the chief of staff on space allocation within the bureau.

911

ADMINISTRATIVE SERVICES BRANCH

Functions

1. Processes and prepares all correspondence and documents related to leave, temporary additional duty (TAD), receipts and transfers, and changes in status.
2. Monitors timeliness of preparation and submission of officer fitness reports and enlisted performance evaluations.
3. Administers military staffing for the bureau.
4. Assigns sponsors, coordinates welcome aboard letters, and provides orientation for newly assigned personnel within the bureau.
5. Verifies and corrects the enlisted distribution verification reports, officer distribution control reports, and manpower authorizations.
6. Solicits input and prepares all correspondence regarding establishment, status, and membership of all internal boards and committees.
7. Compiles estimates for O&MN travel funds for military and civilian personnel as may be directed and assists in verifying and submitting appropriate authority of travel liquidation claims.
8. Develops and maintains a disaster preparedness plan to provide for the continuation of operations during natural or manmade disasters following COMNAVDIST WASH DC OPLAN 3-76 (NDW DDP-3/76).
9. Manages the BUMED Duplicate Essential Records Program and serves as liaison for the alternate headquarters.
10. Operates central information desk as contact point for all visitors and manages parking spaces and transportation requests for official travel within the Naval District, Washington, DC.
11. Serves as BUMED senior coordinator for the command training team in conjunction with the CMEO.
12. Administers the retention, retirement, and disposal aspects of the Records Management Program within BUMED and advises divisions and offices.

911

ADMINISTRATIVE SERVICES BRANCH (continued)

13. Provides liaison between assigned BUMED and area civilian and military headquarters, as well as personnel, finance, and housing offices.

14. Provides civilian personnel advisory services and referrals in the areas of employment, classification, and employee labor-management relations.

15. Acts as coordination point for all assigned staff to ensure proper service and finance record entries are made when required.

16. Acts as coordination point for all reporting and departing personnel.

17. Coordinates Government CITICORP Diners Club.

18. Maintains bureau military recall and personnel rosters.

19. Coordinates, through the senior watch officer, the distribution of officer and chief of the day watchbills and ensures appropriate orientation of the chief of the day.

912

SECURITY BRANCH

Functions

1. Maintains custody and exercises control of the Classified Material Information Program for BUMED. Makes recommendations to CNO on the release of classified matters to persons outside the DoD.

2. Requests personnel security investigations and issues access clearances for staff military and civilian personnel.

3. Initiates measures to provide plant security within Potomac Annex.

4. Maintains liaison with the Naval Investigative Service (NIS), the physical security officer, Administrative Office of the Navy Department, General Services Administration (GSA) security personnel, and division security officers regarding internal BUMED security.

5. Is security manager for BUMED.

6. Supervises the personnel and operation of the BUMED message center.

913  
GENERAL SERVICES AND PRINTING BRANCH

Mission

To provide general services, facilities management, mail management, and printing program management for BUMED. To provide forms and reports program management for BUMED claimancy.

Functions

1. Receives and records information concerning maintenance to buildings, utilities, and related structures. Maintains liaison with GSA to request and effect necessary maintenance and repairs.
2. Serves as telephone service control officer. Coordinates with commercial telephone representatives regarding repairs and installations.
3. Serves as official mail manager. Manages the bureau's central mailroom adhering to regulations and policies on the handling and processing of official mail.
4. Manages distribution, including maintaining BUMED's distribution lists for mailing or other forms of dissemination.
5. Manages the BUMED Printing Program.
6. Manages the Forms and Reports Program for BUMED claimancy.



914  
REGULATIONS AND DIRECTIVES BRANCH

Mission

To manage, review, and analyze all proposed policies, practices, methods, and procedures in proposed regulations, directives, and instructions originating within BUMED to assure their conformance with policy and regulations, clarity, completeness, conciseness, feasibility, and practicability from a management and operational standpoint. To provide a directives reference library for BUMED.

Functions

1. Manages and maintains systems for the clearance and control of regulations and directives issued by Chief, BUMED.
2. Ensures required and appropriate staff review, and prepares action on proposed regulatory and directive materials submitted for review by other offices, services, and agencies.
3. Administers paperwork management programs for the internal BUMED Forms and Reports Program.
4. Maintains the directives library for BUMED.
5. Reviews, coordinates, analyzes, and maintains the BUMED Organization Manual, MANMED, and all BUMED directives.

915

FISCAL AND SUPPLY BRANCH

Mission

To provide budget and supply management for the bureau.

Functions

1. Prepares and executes the budget for the bureau.
2. Provides regular reports of budget preparation and execution to the Director of Headquarters Administration, chief of staff, deputy comptroller, and deputy chief, BUMED as requested.
3. Procures and issues items of consumable material and equipment required for BUMED operation.
4. Initiates procurement actions necessary for the lease and maintenance of equipment required to support BUMED operations.
5. Maintains inventory control records of items of consumable material.
6. Maintains inventory control over all plant property and minor equipment items within the bureau.
7. Maintains a listing of current subscriptions to journals and other periodicals required for official use in the bureau.
8. Provides bureau audiovisual equipment support.
9. Contacts performing activities and vendors when maintenance or repair of computer or copying equipment is required.
10. Contacts performing activities to arrange for Class "B" or Class "C" transportation requirements.

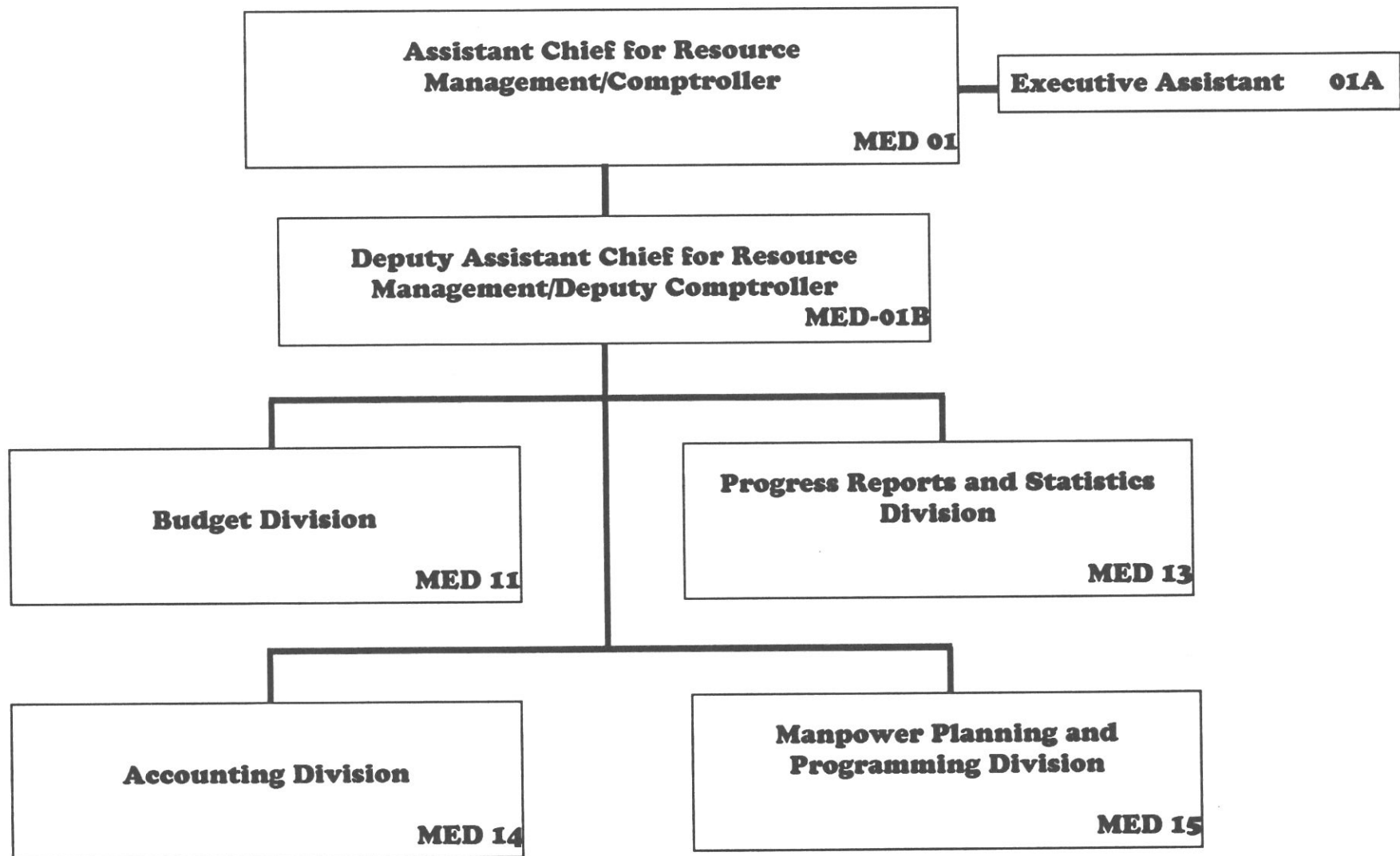
92  
SECRETARIAT

Mission

To provide centralized service regarding all unclassified mail within the bureau.

Functions

1. Provides for the centralized receipt and coordination of incoming correspondence ensuring compliance with designated due dates following established procedures.
2. Provides for the centralized receipt, rework, and review of outgoing correspondence for the chief and deputy chief signature.
3. Maintains a central repository for all official documents, correspondence, and communications for the offices of the chief and deputy chief. Provides administrative and reference support to all bureau offices and field activities.
4. Maintains the micrographics section of all official correspondence signed by the chief and deputy chief.
5. Maintains the master correspondence tracking file on correspondence requiring a reply or action from the bureau.
6. Provides training to internal offices and external (on request) commands on correct correspondence procedures.
7. Maintains liaison with CNO, VCNO, MRA, SECNAV, OLA, congressional, etc., offices for correspondence.
8. Provides chief and deputy chief with daily unclassified message board.
9. Reviews all messages prepared for the chief or deputy chief signature.



9 Jun 93

01

ASSISTANT CHIEF FOR RESOURCE MANAGEMENT/COMPTROLLER

Mission

To formulate principles and policies and prescribe procedures and systems which will exercise effective control over the financial operations of BUMED claimancy. To justify and ensure optimum use of resources for the efficient delivery of health care. To develop and maintain an integrated fiduciary system for Chief, BUMED that is both accurate and responsive to OPNAV, NAVCOMPT, Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress.

Functions

1. Interprets DON and OSD financial guidance into claimancy policy to serve in formulation and execution of the budget process related to manpower and associated funding. Through subordinate echelons, provides ongoing procedures to ensure fiduciary responsibilities are supported and feedback mechanisms are in place to provide timely appraisal to BUMED, DON, and OSD.
2. Advises the Chief, BUMED and principals on the financial and manpower effects of proposed directions and policies of higher authorities. Recommends position on proposals; develops counter proposals, if appropriate; develops and recommends most effective means of implementing approved directions and policies.
3. Represents Chief, BUMED in resource and manpower matters at all higher levels, i.e., ASD(HA), ASD(COMPT), SECNAV, OPNAV, and NAVCOMPT. Includes liaison responsibilities with other uniformed services.
4. Advises Chief, BUMED, assistant chiefs, and program officials on the resource implications of proposed OSD, OMB, and congressional policies, and proposed policies of the Army and Air Force which have triservice implications.
5. Oversees the use of statistical performance and workload data related to the cost-effectiveness of BUMED programs.
6. Maintains BUMED financial control, jurisdiction, and statutory responsibility subject to 31 U.S. Code Section 1517 and 1301(a) for all appropriations issued to BUMED.
7. Supports the principals with resource information to assist in reviewing existing programs and developing emerging programs.

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01

ASSISTANT CHIEF FOR RESOURCE MANAGEMENT/COMPTROLLER (continued)

8. Advises and assists expense limitation holders (ELH) medical, dental, and BUMED field activities on problems of a resource management nature.

9. Issues resource authorizations to ELH, central allotments, and BUMED operations. Monitors resource execution.

10. Integrates planning and programming into the budget process by translating the assistant chief's manpower, material resources, and facility requirements into phased financial resources.

11. Represents BUMED, through delegated authority, by serving on committees of similar groups established by higher authority to review and study service relationships, functional assignments, and resource management problems.

12. Directs and manages an effective manpower system for BUMED.

13. Manages commercial activities and efficiency reviews programs by providing oversight and approval to BUMED activities.

14. Approves comptroller organizations of BUMED command activities.

01A  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-01 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.

01B  
DEPUTY COMPTROLLER

Mission

To coordinate activities of the department staff following general policies laid down by the Assistant Chief for Resource Management/Comptroller. Guides collective efforts of the staff; exercises general supervision over assistants to the assistant chief; ensures that comprehensive and coordinated work is submitted to the assistant chief for information or decision; advises and assists in considering alternative policies and decisions; and acts in the absence of the assistant chief/comptroller.

Functions

1. Ensures that policies and decisions are reflected in appropriate staff actions.
2. Takes appropriate action on policy and resource management matters on behalf of the assistant chief/comptroller.
3. Reviews BUMED financial programs on a continuing basis to ensure balance and adherence to policies.
4. Acts as the principal contact for financial program coordinators within the bureau.
5. Performs liaison with other offices internal and external to BUMED as required in support of the assistant chief.
6. Reviews training and development of military and civilian fiscal personnel in BUMED commands. Takes action or makes recommendations as required.
7. Acts as the primary point of contact for financial matters between BUMED and subordinate commands.
8. Advises the comptroller and subordinate activities on funding policies and procedures.
9. Reviews and makes recommendations on approval requests for comptroller organizations of BUMED subordinate activities. Coordinates all military and civilian financial billets and billet requirements with the Manpower Division.
10. Advises and assists the assistant chief in consideration of policies and problems.



01B

DEPUTY COMPTROLLER (continued)

11. Publishes internal management and administrative procedures.
12. Represents the comptroller at meetings and conferences.
13. Participates in the biannual BUPERS Subspecialty Review Board.
14. Serves as special advisor for financial management.

11  
BUDGET DIVISION

Mission

To provide guidance and instructions for budget preparation; review the resources requirements and justifications of various programs of the bureau; to present BUMED requirements and justifications to Navy and OSD and participate in hearings before higher authority; to recommend the distribution of available funds and administrative authority within the bureau and recommend revisions as required; to prepare directives to assure compliance with higher authority policies; to analyze variances from the budget plan and work closely with the program monitors in recommending remedial action; to determine areas where financial reprogramming may be affected; to initiate action to adjust financial plans to available funds and, when required, submit requests for additional funds with justification.

Functions

1. Serves as primary BUMED contact point for budgetary matters with OPNAV, SECNAV, OSD, and OMB.
2. Maintains liaison with external activities in mutual matters relating to programming, budgeting, and execution of programs.
3. Interprets program and budget guidance from higher authority and validates BUMED requirements.
4. Acts as the point of contact for BUMED submissions to Navy and OSD concerning programming and budgeting.
5. Maintains liaison with OPNAV program and resource monitors to ensure presentation of BUMED needs and budget position.
6. Develops strategies for presentation of program budgets, briefs top agency officials on budget content, and responds to questions about budget requests.
7. Prepares reprogramming requests for submission to CNO as needed.

11

BUDGET DIVISION (continued)

8. Prepares program and budget estimates, special budget exhibits, and justification material for Operation and Maintenance, Other Procurement, military construction, and Reserve personnel appropriations.
9. Correlates workload, financial, manpower, and other statistical data for use in program and budget formulation and justification.
10. Disseminates program and budgeting information within BUMED under the program monitor system.
11. Maintains program and budgetary control records for BUMED.
12. Monitors budget submissions to determine effectiveness of estimates and execution progress.
13. Provides assistance in developing cost-estimates for programs. Is the primary BUMED point of contact for coordination of costing matters.
14. Maintains program and budgetary performance records for BUMED.
15. Develops a detailed execution plan for current year operation and maintenance funds authorized BUMED.
16. Monitors performance of field activities against approved execution plans. Reviews status of apportioned and allocated resources and recommends adjustment of resource authorizations where indicated.
17. Coordinates with the Manpower Division on an execution plan integrating allocating of manpower with funding. Prepares Managing to Payroll (MTP) requests, allocates MTP authority, and monitors execution of payroll funds.
18. Provides budget policy statements and guidelines consistent with objectives of BUMED and higher authority. Issues budget calls to the medical and dental commands.
19. Prepares, validates, and recommends activity fund allocation levels on the basis of requests from BUMED activities and health care support offices while considering recommendations by BUMED program monitors using sound financial and budget principles.
20. Maintains control of funds for the budget execution process.

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11

BUDGET DIVISION (continued)

21. Receives and reviews field requests for adjustment of resource authorizations and coordinates with program monitors for recommendations. Issues modifications of resource authorizations as appropriate. Ensures conformance with CNO policies and procedures.

22. Reviews BUMED programs to ensure balance between programs and their timely execution.

23. Provides status of program execution to BUMED and program monitors. Provides periodic status reports on the financial plan to BUMED.

24. Collects, validates, and consolidates activity and health care support office budgets and budget support material and exhibits. Uses activity requests as the baseline for subsequent budgetary and financial recommendations concerning allocation of resources, disposition of requests for additional resources, and program monitors inquiries.

25. Maintains automated data of activity budget submissions and tracks NAVCOMPT, OSD(C), OMB, and congressional adjustments. Maintains budget system software and modifies data structure and processing to meet requirements.

26. Functions as secretary to the Resource Advisory Council (RAC).

27. Directs and controls the BUMED midyear review process.

28. Monitors other administrative restrictions due to specific provisions of appropriation or authorization law. When required, allocates authority and monitors execution of administrative authorities.

13

PROGRESS REPORTS & STATISTICS DIVISION

Mission

To provide primary and technical support to program and functional managers. This includes developing functional requirements for resource management information systems, performing return on investment analysis for managed health care proposals, commercial activities, performance measurement, legislative review and tracking of congressional action with impact on resource management, and publishing the Resource Management Handbook, resource notes, and other policy guidance.

Functions

1. Conducts primary research on resource management policy, legislation, and regulatory matters.
2. Reviews legislation, Congressional Record, Federal Register, and congressional committee reports. Circulates items of interest to the appropriate office and maintains a tracking and filing system.
3. Publishes and maintains the Medical Department Resource Management Handbook (NAVMED P-5020), resource notes, and other resource management policy guidance.
4. Maintains a central resource management historical policy file for the Medical Department.
5. Coordinates functional transfers of Medical Department activities and ensures that information is updated in appropriate Navy Comptroller (NAVCOMPT) manuals.
6. Coordinates the development of functional requirements for financial management information systems sponsored by the assistant chief and serves as the functional proponent.
7. Develops conceptual models which address the information requirements of health care planners. Provides functional assistance to the Naval Medical Information Management Command to develop operational systems to support those requirements.

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13

PROGRESS REPORTS & STATISTICS DIVISION (continued)

8. Develops and maintains a reporting system for the measurement and analysis of performance, program status and trends against approved programs, budget plans and schedules, and reports variances from the financial plan to responsible levels of management.

9. Represents the Medical Department on triservice working groups related to financial management systems. Coordinates functional issues with the appropriate program managers.

10. Evaluates program execution to planned objectives and submits recommendations for correction to the assistant chief.

11. Performs comprehensive analysis of managed health care proposals submitted for approval by Medical Department activities and recommends appropriate action to the assistant chief.

12. Conducts primary review and validation of various health care study conclusions and recommendations related to resource management. These studies may be internal to the Medical Department or commissioned from external sources.

13. Reviews and validates resource management aspects of all memoranda of understanding (MOUs), interservice support agreements (ISSAs), partnership programs, Department of Veterans Affairs/Department of Defense sharing agreements, etc.

14. Reviews Medical Department claimancy submissions of performance work statements (PWSSs), most efficient organizations (MEOs), and cost comparisons following Commercial Activity (CA) Program guidance.

15. Monitors plans of action and milestones (POA&Ms) for studies related to the CA program. Provides assistance to Medical Department activities to ensure reporting deadlines of higher authority are met.

16. Coordinates and prioritizes training requests received from Medical Department field activities for the CA program. Ensures equitable distribution of available quotas.

17. Provides professional, functional, and technical assistance to health care support offices on matters related to division functions.

13

PROGRESS REPORTS & STATISTICS DIVISION (continued)

18. Prepares routine and special manpower and personnel reports, tables, and charts as required.

19. Develops and recommends claimancy policy in regard to the Medical Expense and Personnel Reporting System (MEPRS).

14  
ACCOUNTING DIVISION

Mission

To plan, direct, control, and administer an accounting program for BUMED claimancy. Resource guidance provided by Defense Finance and Accounting Service (DFAS) will be followed to promote economy and efficiency in management by positive and progressive accounting reporting and statistical systems, leading to optimal use of resources provided. To collect, classify, and maintain accurate and timely financial data, forwarding this information to higher authority, in support of the DOD and the overall DON mission. To develop, maintain, and conduct innovative cost and statistical analysis tailored to the unique needs of various program managers throughout the claimancy for their use.

Functions

1. Maintains BUMED records for fund allocations issued for departmental operations and centrally managed programs, providing full disclosure on appropriations, reimbursements, and other funds made available to BUMED.
2. Prepares and submits to higher authority all required financial information and related cost records that reflect current financial position and fund availability.
3. Prepares financial information for use by the Chief, BUMED, the Assistant Chief for Resource Management, and the Budget Division, in determining the bureau's current resource execution in relation to submitted planning figures by program.
4. Advises and assists in the revision of fiscal policies and procedures for BUMED.
5. Collects and reconciles fund transactions of assigned expense operating budgets, allotment holders, and their subordinates in meet the reporting requirements of higher authority, monitors adherence to statutory regulations and prescribed ASD(HA), DON, and BUMED fiscal guidance, and evaluates the effectiveness and adequacy of the general financial reporting environment.
6. Initiates appropriate action when there is noncompliance with statutory regulation pertaining to the obligation or expenditure of funds.
7. Communicates with field activities to correct discrepancies encountered in the review and evaluation of submitted financial data, secures supplemental information, and provides guidance and explanation on the implementation and use of established fiscal policies.



14

ACCOUNTING DIVISION (continued)

8. Develops criteria used in the establishment of cost accounting elements used by field-level accounting systems in recording funds execution, ensuring sufficient detail exists to allow for the monitoring of distinct programs and functions.
9. Provides accounting operations policy guidance to the claimant DFAS Cleveland Center.
10. Monitors and overviews the claimant operations to ensure compliance to BUMED's directives.
11. Monitors the level of support provided to field activities to ensure the accomplishment of BUMED's financial management objectives.
12. Maintains an automated system for the accumulation, validation, and reporting of detailed cost elements used in performance, execution, and trend analysis of all levels of BUMED operations.
13. Performs cost and economic analysis for health care proposals.
14. Compiles financial data by program area to advise managers on performance and execution related to budget plans and funds availability.
15. Develops budgetary and performance data for the support of bureau operations, the CHAMPUS program, and other centrally managed operations.
16. Supports the BUMED mission and field activities by direct access to hard copy and computerized historical financial data information.
17. Automates routine procedures and tasks through the use of commercial software packages.
18. Operates and maintains the field-level accounting system used to collect and report obligations, expenditures, and other related financial data for bureau operations, centrally managed programs, and CHAMPUS.
19. Administers the civilian payroll functions for bureau employees through the input and maintenance of supporting documentation.

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14

ACCOUNTING DIVISION (continued)

20. Receives and processes all transactions relating to gifts and donations made to BUMED commands.

21. Initiates collection action on uncollectible accounts.

22. Recommends and suggests management actions or alternatives which can be taken when available data discloses unfavorable trends, situations, ratios, or deviations from standards.

23. Composes correspondence to activities to secure information, correct discrepancies disclosed in analysis, explain, and instruct on the use of established procedures.

24. Maintains a reporting system to measure and analyze program status and trends against approved programs, budget plans, and schedules. Reports variances to the deputy comptroller.

9 Jun 93

15

## MANPOWER PLANNING AND PROGRAMMING DIVISION

Mission

To develop staffing standards, apply them to projected workload, and identify the total force requirements (including active duty and Reserve military, civilian, and contractor) necessary to accomplish the BUMED mission. To analyze and evaluate force structure planning and programming for the acquisition of authorized billets. To recommend courses of action necessary to achieve required force structure.

Functions

1. Manage Navy participation in developing joint staffing standards.
2. Ensure appropriate site selection and data collection at Navy activities to be included in standard studies.
3. Represent Navy medicine at staffing standard development workshops.
4. Manage evaluation of proposed joint staffing standards.
5. Develop Navy position on proposed joint staffing standards.
6. Manage force requirements determination process for claimancy 18.
7. Integrate joint staffing standard application into annual requirements determination process.
8. Manage the claimancy 18 Efficiency Review (ER) process. Schedule and monitor progress of ER studies. Provide direction and assistance to the field to enable activities to complete ER studies. Ensure ER studies meet minimum quality requirements. Forward completed ER studies to MED-01 for approval and forwarding to PERS-51.
9. Manage the subspecialty requirements validation process. Coordinate the biannual zero-based review of subspecialty billets. Assist commands in changing subspecialty requirements between the biannual review boards.

9 Jun 93

15

MANPOWER PLANNING AND PROGRAMMING DIVISION (continued)

10. Manage Total Force Manpower Management System submissions ensuring each authorization has a validated and approved requirement.

11. Maintains Total Force Manpower Management System (TFMMS) for claimancy 18.

12. Manage changes to TFMMS from new Most Efficient Organization structures derived in ER studies.

13. Submit military, civilian, and contractor billet authorization TFMMS transactions to MED-01, for final BUMED approval, prior to submission of TFMMS to BUPERS.

14. Monitor BUPERS implementation of forwarded transactions to ensure update of TFMMS to activity manpower documents (AMD).

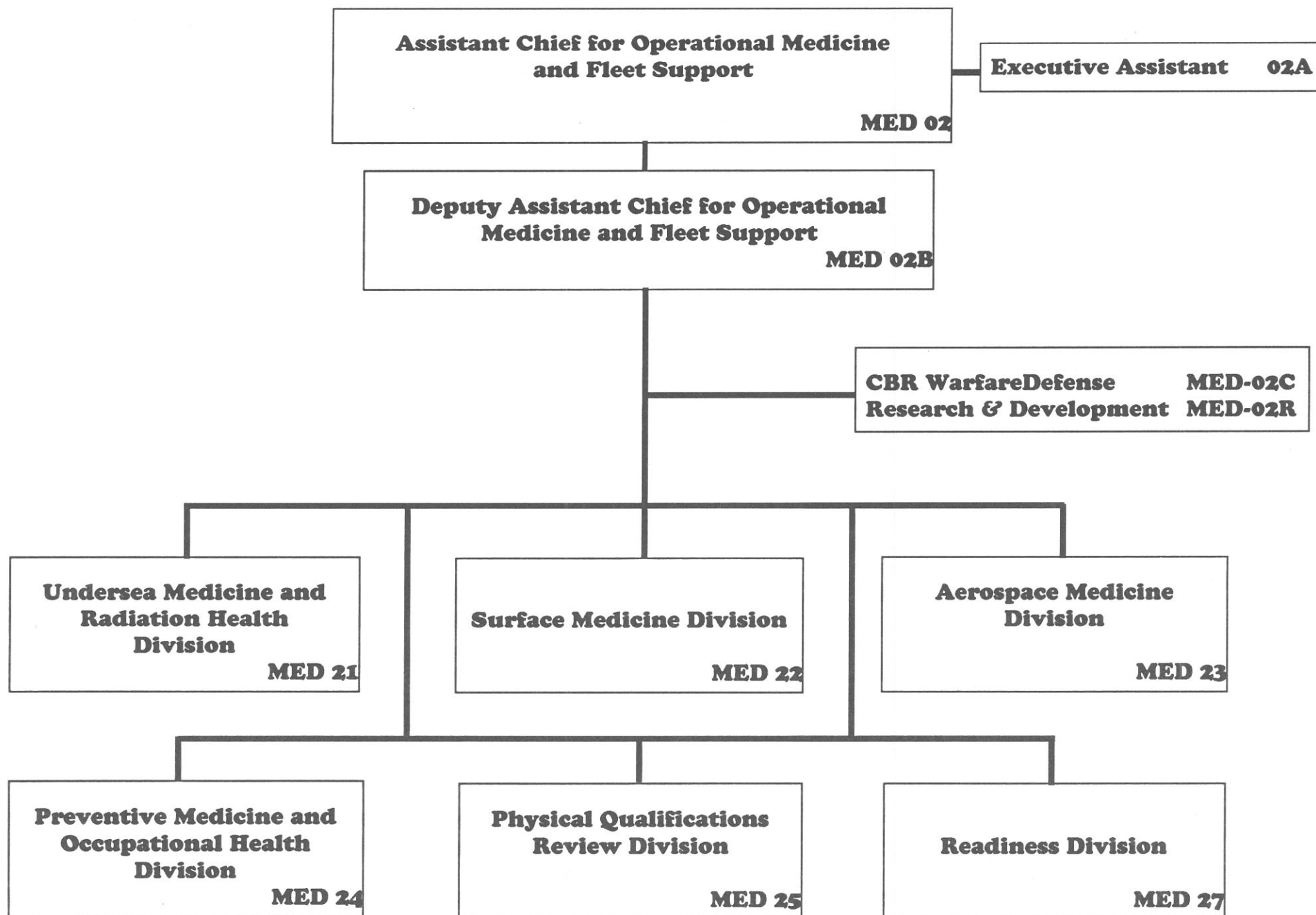
15. Analyze force structure planning and programming products and advise the assistant chief on their validity and potential return on investment.

16. Apply joint staffing standards to assist in evaluation of field requests for manpower changes.

17. Assist other BUMED codes to use requirements information from ER studies.

18. Make recommendations to MED-01 on subspecialty billet change requests.

19. Review military and civilian billet authorizations for claimancy 18 to ensure they fall within the scope of current plans and programs and recommend adjustments to maximize return on investment.





02

ASSISTANT CHIEF FOR OPERATIONAL MEDICINE AND FLEET SUPPORT

Mission

To develop and oversee the implementation of medical programs that pertain to Navy and Marine Corps operational support; to define medical research, development, test, and evaluation (RDT&E) requirements and evaluate their feasibility. To provide advisory services and develop technical guidelines for the implementation of operationally-related health care policies. To assist the Chief, BUMED with the assimilation of operationally-related health care information obtained from platform sponsors. To oversee the implementation of policies and directives for the conduct of occupational health, preventive medicine, safety, and health promotion programs. To develop and review technical guidelines for physical standards.

Functions

1. Maintains a working relationship with fleet operational platform sponsors through designated Medical Department representatives.
2. Identifies and defines medical RDT&E requirements in support of the fleet.
3. Monitors and reviews research and development programs for feasibility of application and implementation following Navy and Marine Corps requirements.
4. Reviews operationally-related technical information for use in developing improved fleet support health care execution guidelines.
5. Provides timely information pertaining to operational matters impacting on program development and associated resource requirement submissions.
6. Monitors and oversees subordinate command and medical and dental treatment facility implementation and compliance with Navy occupational health and safety technical directives received from higher authority.
7. Develops, in conjunction with the Navy Environmental Health Center (NAVENVIRHLTHCEN), technical guidelines for the execution and implementation of occupational and preventive medicine and safety policies in subordinate commands, MTFs, DTFs, and the fleet.

9 Jun 93

02

ASSISTANT CHIEF FOR OPERATIONAL MEDICINE AND FLEET SUPPORT  
(continued)

8. Develops the technical guidelines for review of physical standards and issues implementation guidelines.

9. Surveys and reviews activity compliance with physical standards.

10. Advises and assists the Chief, BUMED in exercising command responsibility over NMRDC, NAVENVIRHLTHCEN , NAVAEROSPMEDINST, and NAVUSEAMEDINSTITUTE.

11. Provides oversight management of the DON Independent Duty Corpsman Program.

12. Serves as Navy representative on the Armed Services Biomedical Research Evaluation Management (ASBREM) Committee.

13. Serves as Navy representative to the Defense Medical Standards Board (DMSB).

14. Coordinates and monitors requirements for operational medical training.

15. Coordinates and monitors health promotion programs.

16. Provides professional and technical guidance over design, construction, and equipping of medical facilities afloat in coordination with the Commander, Naval Sea Systems Command.

17. Supervises the execution of medical readiness planning, medical support of contingency operations, and medical liaison with intelligence communities.

18. Provides oversight for the management of the Navy Blood Program.



02A  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-02 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.

9 Jun 93

02B

DEPUTY ASSISTANT CHIEF FOR OPERATIONAL MEDICINE AND FLEET SUPPORT

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.

02C

ASSISTANT FOR CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL WARFARE  
DEFENSE

Mission

To develop and oversee research, development, test and evaluation, and acquisition (RDT&E) programs relating to the medical aspects of the Navy and Marine Corps chemical, biological, and radiological (CBR) warfare defense program; to provide technical review and guidance for all medical matters relating to CBR warfare defense; to maintain liaison with the Department of Defense (DoD), CNO, U.S. Marine Corps, naval systems commands, Naval Facilities Engineering Command (NAVFACENGCOM), U.S. Army Surgeon General, U.S. Air Force Surgeon General, and other governmental offices as appropriate in support of CBR warfare defense efforts; to maintain liaison with NATO, other international organizations and nations as appropriate in CBR warfare defense area.

Functions

1. Evaluates joint service operational requirements (JSOR) and required operational capabilities (ROC) for triservice medical CBR warfare defense RDT&E programs.
2. Assists CNO proponent offices in preparing Navy tentative medical requirements (TMR) and medical requirements (MR) and identifying unique Navy and Marine Corps operational characteristics for medical CBR defense material either proposed for or under development by any of the services.
3. Serves as the DON's primary medical representative at triservice in-process reviews (IPR), joint working groups (JWG), and test integration working groups (TIWG) for medical CBR material development programs.
4. Serves as the primary point of contact with CNO directorates, U.S. Marine Corps, the offices of the Surgeon Generals for the Army and Air Force, naval systems commands, NAVFACENGCOM, U.S. Army Chemical Research, Development, and Engineering Center (CRDEC), U.S. Army Medical Material Development Agency (USAMMDA), other governmental agencies, foreign governments, NATO, and international organizations as appropriate for naval medical CBR warfare defense matters.

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02C

ASSISTANT FOR CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL WARFARE  
DEFENSE (continued)

5. Studies, evaluates, and advises on chemical and biological warfare agent exposure standards, personal protective equipment, pretreatment drugs and antidote regimens, chemical warfare (CW) casualty decontamination procedures, agent detector alarm level settings, and other areas pertaining to medical CBR defense.

6. Coordinates with Naval Medical Logistics Command and Naval Health Sciences Education and Training Command on the use, procurement strategy, and training requirements for medical CBR warfare defense material development.

02R  
ASSISTANT FOR RESEARCH AND DEVELOPMENT

Mission

To plan and direct medical and dental research, development, test and evaluation (RDT&E) programs consistent with established direction and policies of higher authorities; to appraise and assess RDT&E programs to ensure appropriateness and responsiveness to defined requirements.

Functions

1. Assists higher authorities in identifying, defining, and communicating requirements for medical and dental RDT&E to be performed under BUMED.
2. Provides RDT&E guidance to the Naval Medical Research and Development Command.
3. Serves as liaison with resource sponsors to coordinate program planning, budgeting, and execution.
4. Ensures advanced development and acquisition programs are coordinated with BUMED codes responsible for program approval, logistics, manpower, test and evaluation, and procurement.
5. Provides timely replies to congressional and other inquiries regarding naval medical research and development matters.
6. Develops and maintains program documentation to include, but not limited to, research and development descriptive summaries (RDDS), tentative medical requirements (TMR), tentative operational requirements (TOR), operational requirements (OR), and nonacquisition program definition documents (NAPDD).
7. Directs and monitors assigned Medical Department responsibilities concerning the use and protection of human and animal subjects used in RDT&E studies conducted by, within, or for DON.
8. Acts as program manager for the functions exercised by the Naval Medical Research and Development Command.
9. Identifies requirements and provides guidance concerning recruiting, selecting, training, and assignment of R&D community personnel.

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UNDERSEA MEDICINE AND RADIATION HEALTH DIVISION

Mission

To develop, execute, and oversee programs relating to Navy and Marine Corps undersea and radiation health support; to provide continual appraisal of all programs affecting undersea medicine and radiation health and make appropriate policy recommendations; to monitor and provide technical assistance for BUMED fleet liaison programs supporting Navy undersea medical and radiation health requirements under BUMED purview.

Functions

1. Oversees the administration of submarine and diving medicine, and radiation health programs relating to: policy, physical qualifications, training, selection, standards of practice, equipment, facility design, manning, research, and all other related Medical Department matters.
2. Provides consultative service to Navy and other military commands and liaison with professional organizations in matters of diving, undersea medicine, ionizing and nonionizing radiations.
3. Serves as primary point of contact with OPNAV directorates, Nuclear Regulatory Commission, Bureau of Radiological Health, Defense Nuclear Agency, other Government agencies, foreign governments, and various field activities as appropriate for ionizing and nonionizing radiation health matters.
4. Serves as the primary point of contact with Department of Energy, naval reactors, Naval Sea Systems Command (Naval Nuclear Propulsion Directorate), and OPNAV (NOON) on all medical and radiation health matters associated with the Naval Nuclear Propulsion Program, as required by law and presidential directive.
5. Provides oversight and program management for the functions exercised by the Naval Undersea Medical Institute and the Navy Dosimetry Center.
6. Serves as the BUMED liaison with the force medical officers of Commander, Naval Submarine Force, Atlantic (SUBLANT) and Pacific (SUBPAC).
7. Provides undersea medicine, radiation health, and medical physics specialty advisor services.

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## UNDERSEA MEDICINE AND RADIATION HEALTH DIVISION (continued)

8. Serves as the ASD(HA) consultant on undersea medicine, radiation health, and medical physics.
9. Provides guidance concerning recruiting, selecting, training, and operational assignment of community members, i.e., medical officers and Medical Service Corps officers.
10. Provides guidance, technical advice, and program management, as appropriate, for all matters concerning enlisted operational and technical NECs: HM-8402 Submarine Force Independent Duty Corpsman; HM-9491 Special Operations Independent Duty Corpsman; HM-8403 Special Amphibious Reconnaissance Independent Duty Corpsman; HM-8494 Deep Sea Diving Independent Duty Corpsman; HM-8493 Deep Sea Diving Medical Technician; HM-8492 Special Operations Technician; and HM-8407 Radiation Health Technician.
11. In coordination with the MED 22 provides oversight for the entire Independent Duty Corpsman (IDC) Program. Serves as the cognizant office for OPNAVINST 6400.1.
12. Represents the Medical Department on the Navy Radiation Safety Committee which supervises use of licensed radioactive material in the Navy and Marine Corps, and on the DoD Ad Hoc Dosimetry Group.
13. Serves on the Radiation Standards Subcommittee, and the Panel for Health Effects of Electromagnetic Fields for the Committee on Interagency Radiation Research Policy Coordination (CIRRPC), Office of Science and Technology. In addition, serves on DoD committee for advising the DoD CIRRPC member.
14. Represents DON on the American National Standards Institute (ANSI) Committee (Z136) for laser safety regulations, and the ANSI Committee (C95) for Microwave and Radio Frequency Radiation.
15. Represents the Medical Department on the Navy Laser Safety Review Board, the DoD Triservice Laser System Safety Working Group, the DoD Triservice Electromagnetic Radiation Panel, and the DoD Bioeffects Subpanel on High Power Microwave (Directed Energy).
16. Serves as the Medical Department's representative to the NATO working groups relating to undersea medicine, diving, radiation, dosimetry, submarine escape and rescue, and health physics matters. Serves as the U.S. project officer for the International Exchange Program B-52 (IEP B-52) and as the U.S. delegate for IEP B-56.



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UNDERSEA MEDICINE AND RADIATION HEALTH DIVISION (continued)

17. Reviews and makes recommendation on categorization of material in the Submarine Material Control Program.
18. Approves changes to the U. S. Navy Diving Manual involving air and gas tables, underwater physiology, and hyperbaric medicine. Serves as the Medical Department central contact point for diving matters involving NAVSEA-00C, Director of Ocean Engineering and the Supervisor of Diving.
19. Studies, evaluates, and advises on exposure standards, personnel dosimetry, radiac equipment, physical standards and procedures for ionizing and nonionizing radiation measurements.
20. Coordinates radiation protection, equipment performance, and the technical aspects of quality assurance for medical and dental radiographic facilities.
21. Participates as BUMED's member of the Shipboard Non-tactical ADP Program (SNAP) Automated Medical Systems (SAMS) working group.
22. Conducts inspections of Navy radiation health programs, and site visits when necessary, for investigating ionizing and non-ionizing radiation overexposure accidents.
23. Sponsors NAVMED P-5055, Radiation Health Protection Manual, which publishes regulations for protection of personnel from ionizing radiation.
24. Establishes the naval services rules, regulations, and guidelines for personnel protection from ionizing and nonionizing radiation.
25. Provides technical information to CNET and fleet CINCs for curriculum updating.
26. Reviews special boards, local boards, and physical qualifications for duty examinations for diving, submarine, and ionizing and nonionizing radiation to ensure appropriate endorsement and disposition following existing policy and standards.



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UNDERSEA MEDICINE AND RADIATION HEALTH DIVISION (continued)

27. Develops, issues, revises, and applies undersea and radiation health physical standards for special duty, such as diving, submarine duty, radiation worker duty, nuclear field explosive driver combat swimmer, and special warfare duty.

28. Chairs the Radiation Effects Advisory Board to provide knowledgeable review of medical cases involving radiation exposure and radiation bioeffects.

29. Evaluates, reviews, and coordinates Medical Department responses to claims against the Navy related to ionizing and non-ionizing radiation.

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SURFACE MEDICINE DIVISION

Mission

To develop, execute, and oversee programs relating to surface medical support; to provide continual appraisal of all programs that affect surface medicine and make appropriate policy recommendations to the Assistant Chief for Operational Medicine and Fleet Support; to monitor and provide technical assistance for BUMED fleet liaison programs supporting Navy surface fleet units; to review all operational surface fleet medical requirements under BUMED purview and ensure timely and effective response.

Functions

1. Provides surface medicine specialty advisor services for providing oversight and direction of all Medical Department programs relating to surface medicine.
2. Provides technical information and guidance regarding the training requirements, recruiting, selection, and operational assignments of Medical Department personnel to the surface fleet community.
3. Assists with developing requirements and standards of medical spaces and medical materiel aboard ships, to ensure they meet the mission requirements in OPNAVINST C3501.2H.
4. Serves as the BUMED liaison with the Commander, Military Sealift Command (COMSC) and the force medical officers of the Commander, Surface Forces, Atlantic (SURFLANT) and Commander, Surface Forces, Pacific (SURFPAC).
5. Serves as BUMED liaison to NAVSEASYSKOM and provides technical guidance in the design of ship medical and dental spaces together with support concerning other health related areas such as food, water, sewage, and habitability.
6. Assists in identification and definition of requirements for medical RDT&E in support of the surface fleet.
7. Evaluates and advises on Navy and Marine Corps surface medical support needs, standards, practices, and safety operations and procedures.
8. Provides guidance, technical advice, and program management as appropriate, for all matters concerning HM-8425 Surface Force Independent Duty Corpsman and is co-cognizant office with Undersea Medicine Division for OPNAVINST 6400.1.

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SURFACE MEDICINE DIVISION (continued)

9. Serves as the BUMED point of contact for the MTF of the hospital ships (T-AH); Chairman, BUMED T-AH Working Group; and BUMED liaison to COMSC concerning T-AH Program.

10. Serves as the BUMED primary point of contact for policy development and implementation of Woman a Sea (WAS) health care delivery issues.

11. Functions as the BUMED point of contact for health care issues involving construction battalion personnel.

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AEROSPACE MEDICINE DIVISION

Mission

To develop, execute, and oversee programs relating to Navy and Marine Corps aerospace medical support; to evaluate all programs which affect aerospace medicine and make appropriate policy recommendations to the Assistant Chief for Operational Medicine and Fleet Support; to monitor and provide technical assistance for BUMED fleet liaison programs supporting Navy and aerospace units; to provide community management to Medical Department personnel; to provide medical consultative services to the Navy and Marine Corps for complicated aeromedical dispositions; to review all aerospace medical requirements under BUMED purview and ensure timely and effective response.

Functions

1. Maintains and reviews aerospace medical programs conducted by aerospace medical field activities.
2. Advises Chief, BUMED and CNO on aerospace medical matters.
3. Reviews and implements aviation medical programs under BUMED.
4. Acts as the senior member of the Board of Flight Surgeons.
5. Assures and effects review of findings of various boards of flight surgeons. Advises on unusual situations involving aviation physical qualifications and acts to ensure appropriate endorsement and disposition of cases following existing policy and standards.
6. Evaluates and advises on Navy and Marine Corps aerospace medical personnel needs and provides quality assurance input as needed on standards, practices, procedures, and safety issues.
7. Assures appropriate aeromedical support and expertise is provided to those activities requiring such assistance.
8. Provides medical support to all aerospace physiology and psychology managers.
9. Advises CNO (N889) on aerospace medicine and physiology matters as N889J4 and N889J4A, respectively, regarding safety, physical standards, training requirements, aviation selection human factors, water survival, training curricula, and any policies and procedures impacting aeromedical issues.

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## AEROSPACE MEDICINE DIVISION (continued)

10. Serves as BUMED liaison to the force medical officers of the Commander, Naval Air Forces, Atlantic (AIRLANT) and Pacific (AIRPAC).
11. Makes recommendations on aerospace human factors RDT&E plans and requirements, including biomedical and bioengineering design and development.
12. Monitors aircraft mishaps and responds to queries and taskings generated when addressed to BUMED.
13. Advises on operational medicine training and assists in recruiting personnel for all of the operational medical specialties.
14. Advises on medical training requirements for fleet personnel assigned outside the Medical Department claimancy.
15. Reviews and advises on medical readiness for fleet operations.
16. Assists in managing the aerospace medical safety officer (AMSO) program.
17. Maintains liaison for aerospace medical matters, with other DON offices, other military services (to include foreign military services as deemed appropriate by higher authority), and other government agencies. Represents BUMED at specialty and operational medicine meetings, training functions, and other events.
18. Evaluates, advises, and provides technical data on aerospace physiology programs to Navy and Marine Corps aviation activities.
19. Provides aerospace medicine and aerospace physiology specialty advisor services.
20. Acts as the training agent for the Naval Aviation Physiology Training Program and monitors Naval Aviation Water Survival Training Program curricula, personnel, support, and training device specifications and modifications.
21. Provides advice and assistance to BUPERS on the assignment of personnel to the Aviation Physiology Program.
22. Conducts quality assurance and revalidation (QAR) inspections of physiology training facilities. (231)

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AEROSPACE MEDICINE DIVISION (continued)

23. Makes recommendations on physiological aspects of aviation life support systems and aerospace human factors research in biomedical and bioengineering aspects of weapons systems and human interfacing.

24. Evaluates, advises, and provides technical data on those aspects of Navy and Marine Corps aerospace psychology programs relating to human factors requirement for systems development, personnel selection and classification, training, and operational deployment.

25. Provides aerospace experimental psychology specialty advisor services.

26. Acts as advisor on aerospace medical research, engineering, and development issues to include aeromedical database development to support longitudinal and cross sectional studies.

27. Acts as advisor for the naval aviator/flight surgeon (NA/FS) program and is the specialty advisor for the Aerospace Medicine Program.

28. Acts as advisor on aeromedical life support systems development, training, and applications.

29. Identifies requirements and provides guidance concerning recruiting, selecting, training, and operational assignment of aeromedical officer and enlisted community personnel.

30. Acts as advisor and liaison for functions exercised by NAMI.

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PREVENTIVE MEDICINE AND OCCUPATIONAL HEALTH DIVISION

Mission

To direct, manage, and oversee occupational safety, health, and environmental risk assessment programs which enhance the readiness and sustainability of the Operating Forces by reducing the short and long term risks of preventable disease and injury in all Navy and Marine Corps personnel; to direct and oversee the development of an effective, comprehensive health promotion strategy; to develop a broad range of patient education measures which can be employed to reduce morbidity and mortality; to coordinate health risk assessments in support of the Navy Installation Restoration Program; to manage the Navy Drug Screening Program; and to manage and coordinate BUMED special programs including, but not limited to, health promotion and wellness.

Functions

1. Monitors and coordinates the development, implementation, and execution of OH, safety, environmental health risk assessment, PM, and HP programs; evaluates their performance, effectiveness, and consistency with overall Navy and medical policies.
2. Provides OH, safety, environmental health risk assessment, PM, and HP input for program development and associated resource requirement submissions.
3. Serves as the medical technical advisor for all manuals, directives, guides, and audiovisual aids related to OH, safety, environmental health risk assessment, PM, and HP programs.
4. Coordinates OH, safety, environmental health risk assessment, PM, and HP contingency support and operational requirements, research needs and program goals, and objectives with other BUMED codes and agencies.
5. Advises on PM matters and coordinates programs relating to domestic and foreign disaster relief with other agencies. These include the Pan American Health Organization, World Health Organization, Centers for Disease Control, Uniformed Services University of the Health Sciences, and U.S. Department of Agriculture.



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PREVENTIVE MEDICINE AND OCCUPATIONAL HEALTH DIVISION (continued)

6. Serves as the Navy voting member to the executive committee and council of the Armed Forces Pest Management Board.
7. Coordinates veterinary medicine activities within the DON and serves as a liaison for the same with the Department of the Army.
8. Advises on OH, safety, environmental health risk assessment, PM, and HP related research, development, and testing requirements in support of the Operating Forces.
9. Advises and assists in evaluating OH and safety matters to include occupational medicine and nursing, industrial hygiene, occupational safety, and occupational optometry.
10. For claimancy issues, provides specific tracking, followup, and oversight for Medical Department input into the correction of discrepancies identified by the Navy Occupational Safety and Health (NAVOSH) Inspection Program and the Medical Inspector General.
11. Serves as the primary point of contact on OH, safety, environmental health risk assessment, PM, and HP related matters and the BUMED representative at meetings held with other agencies and organizations in the National Capitol area. These include the DoD and DON OSH councils, NAVOSH Long Range Planning and Working Groups, National Academy of Sciences Committee on Toxicology, Armed Forces Epidemiological Board, Food Service Systems Office, DoD Food Service Facility and Equipment Planning Board, DoD Health Promotion Board, and DoD Medical Surveillance Committee.
12. Interprets new OH and safety legislation and develops implementing guidance and procedures.
13. Develops OH and safety policy program objectives to protect the safety and health of workers, patients, and visitors.
14. Performs preventive medicine technician (PMT) specialty advisor and community advocate function as follows: coordinates development and review of training programs; recommends pay grade, location, and manning levels for PMT billets; reviews and updates Navy Enlisted Classification 8432 description; maintains appropriate liaison concerning PMT training and advocacy issues.
15. Provides guidance concerning recruitment, selection, training, and operational assignment of community members.



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PREVENTIVE MEDICINE AND OCCUPATIONAL HEALTH DIVISION (continued)

16. Conducts periodic inspections of subordinate activities to evaluate: performance of mission, ability to meet wartime and contingency requirements, adequacy of resources, organizational management, ability to meet standards established by accrediting organization, and the adequacy of quality assurance programs.

17. Provides professional and technical Medical Department advice and consultation to the Navy Health and Physical Readiness Program in the areas of physical fitness, nutrition, weight control, early detection and management of hypertension, stress management, smoking cessation, and the prevention of life style related accidents and illnesses.

18. Provides professional management of the medical aspects of the Navy Health and Physical Readiness Program.

19. Assists with the development, oversight, and direction of all Medical Department PM, HP, and OSH programs relating to operational medicine.

20. Assists with the development and oversight of safety personnel.

21. Acts as advisor and liaison for functions exercised by the Naval Environmental Health Center.

22. Coordinates with the manager of environmental engineering on matters of mutual concern.

23. Acts as program manager for and provides professional management of the medical aspects of the Navy Human Immuno-Deficiency Virus Program.

24. Manages, administrates, and directs the BUMED involvement in the Drug Urinalysis Testing Program.

25. Develops and coordinates the budget and technical equipment requirements in support of the drug urinalysis testing laboratories.

26. Performs quarterly inspections of drug urinalysis testing laboratories.

27. Reviews testing methodologies for the drug urinalysis testing laboratories.

28. Prepares routine reports with regard to the Navy and Marine Corps Drug Urinalysis Testing Program.

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PHYSICAL QUALIFICATIONS REVIEW DIVISION

Mission

To oversee the application of physical standards and qualifications published by DoD and MANMED for all accessioning, retention, and training programs of Navy Department personnel. To provide opinion and recommendation regarding service members and former service members who have a case before the Board for Correction of Naval Records, congressional inquiry, and higher authority.

Functions

1. Revises and issues the physical qualifications and standards used in the medical appraisal and disposition for all Navy Department applicants and service members, both Reserve and active duty, as directed by higher authority.
2. Provides medical opinions and recommendations for granting waivers of the DoD accession standards for enlisted and commissioned accession programs in the naval services for both active duty and Reserve forces.
3. Reviews and provides advisory opinions on Navy JAG investigations when requested by higher authority.
4. Renders advisory opinions regarding the medical aspects of administrative discharge actions when requested by BUPERS or CMC.
5. Provides the CMC with an advisory opinion for authorization of Notice of Eligibility (NOE) benefits for Marine Corps reservists having incurred an injury or illness during a period of active duty training.
6. Renders an advisory opinion to the Board for Correction of Naval Records on the medical aspects of documents submitted for consideration by the board.
7. Renders medical advisory opinions, prepares correspondence, and maintains an effective liaison for problematic medical evaluations when requested by special congressional, DoD, legislative (congressional), and other federal agencies.
8. Serves as liaison with various commands and program managers in connection with the application and interpretation of physical standards.

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PHYSICAL QUALIFICATIONS REVIEW DIVISION (continued)

9. Maintains liaison with the CNRC, CNET, commanding officers of NROTC units; Manpower Division, Headquarters, U.S. Marine Corps; DoD Medical Examination Review Board (DODMERB); U.S. Naval Academy; Military Entrance Processing Command Headquarters (MEPCOM); and Manpower Policy Division of both CNO and CMC.

10. Maintains duplicate health records of flag and general officers on active duty in the naval service, updating the health readiness information (annual physical examination and reports of hospitalization).

11. Act as medical advisor for all Navy and Marine Corps officer promotion and retention boards.

12. Prepares medical information regarding physical standards and waiver practices for professional conferences sponsored by CNRC, CNET, MEPCOM, DODMERB and CO's of NROTC units.

13. edits the medical portions of publications, bulletins, instructions, notices, and manuals under the cognizance of CNRC, CNET, and U.S. Naval Academy.

27  
READINESS DIVISION

Mission

To serve as BUMED coordinator to implement medical mobilization and contingency response policy and doctrine; to monitor medical readiness and direct claimancy actions in medical support of operational forces; to develop policy and guidance on disaster preparedness planning and execution by BUMED facilities in support of their responsible line commanders; to review and coordinate dissemination of medical intelligence; and to manage the Navy Blood Program.

Functions

1. Provides liaison to N931 to execute medical planning policy.
2. Conducts the review and updating of the BUMED Logistics Support and Mobilization Plan (LSMP), Continuity of Operations Plan (COOPPLAN), alert conditions (LERTCON) directives, disaster preparedness instructions, Navy Blood Program directives, the Mobile Medical Augmentation Readiness Team (MMART) Manual, Medical Personnel Augmentation System (MPAS) directives, and other readiness related directives.
3. Maintains the BUMED operational command center and provides administrative support to the contingency execution team.
4. Coordinates BUMED participation in command post and operational exercises.
5. Provides education and training support to HSETC on medical readiness planning, operations, or intelligence issues.
6. Directs the BUMED disaster preparedness and National Disaster Medical System (NDMS) planning, monitoring, and execution.
7. Assists in planning and overseeing the MTF components of hospital ships (T-AH) program, and maintains the staffing and manning profiles for contingency and general mobilization roles of these ships.
8. Coordinates the review and updating of naval warfare and other doctrinal publications on medical and dental support.

27

READINESS DIVISION (continued)

9. Supervises the maintenance of naval plans and supporting data for use in the BUMED command center.
10. Maintains liaison with the intelligence community in matters pertaining to medical contingency plans, operations, and compartmented intelligence programs.
11. Provides technical advice and assistance and maintains liaison with other agencies on hospital ship and deployable medical system (DEPMEDS) matters.
12. Provides technical advice to MED 04 for medical expeditionary advanced base functional components (ABFC), assisting with the design, development, documentation, and updates of those ABFCs.
13. Provides liaison to the Medical Officer of the Marine Corps (CMC Code MED) to ensure that Marine Corps requirements are part of medical readiness planning.
14. Coordinates BUMED input to and support of the Integrated CONUS Medical Mobilization Plan (ICMMP).
15. Provides direct liaison to MED-07 on Naval Reserve issues regarding mobilization and contingency planning.
16. Directs, coordinates, monitors, and oversees employment of MMARTs and tailored groups of medical augmentees to ensure rapid, flexible response in support of contingency operations.
17. Directs, coordinates, monitors, and oversees employment of the MPAS.
18. Manages the claimancy 18 Secure Telephone Unit Version (STU-III) Program.
19. Serves as Navy representatives to the DoD Military Blood Program. Is program manager for worldwide Navy Blood System tasked to provide adequate and safe blood supply to meet peacetime, contingency, and mobilization requirements.

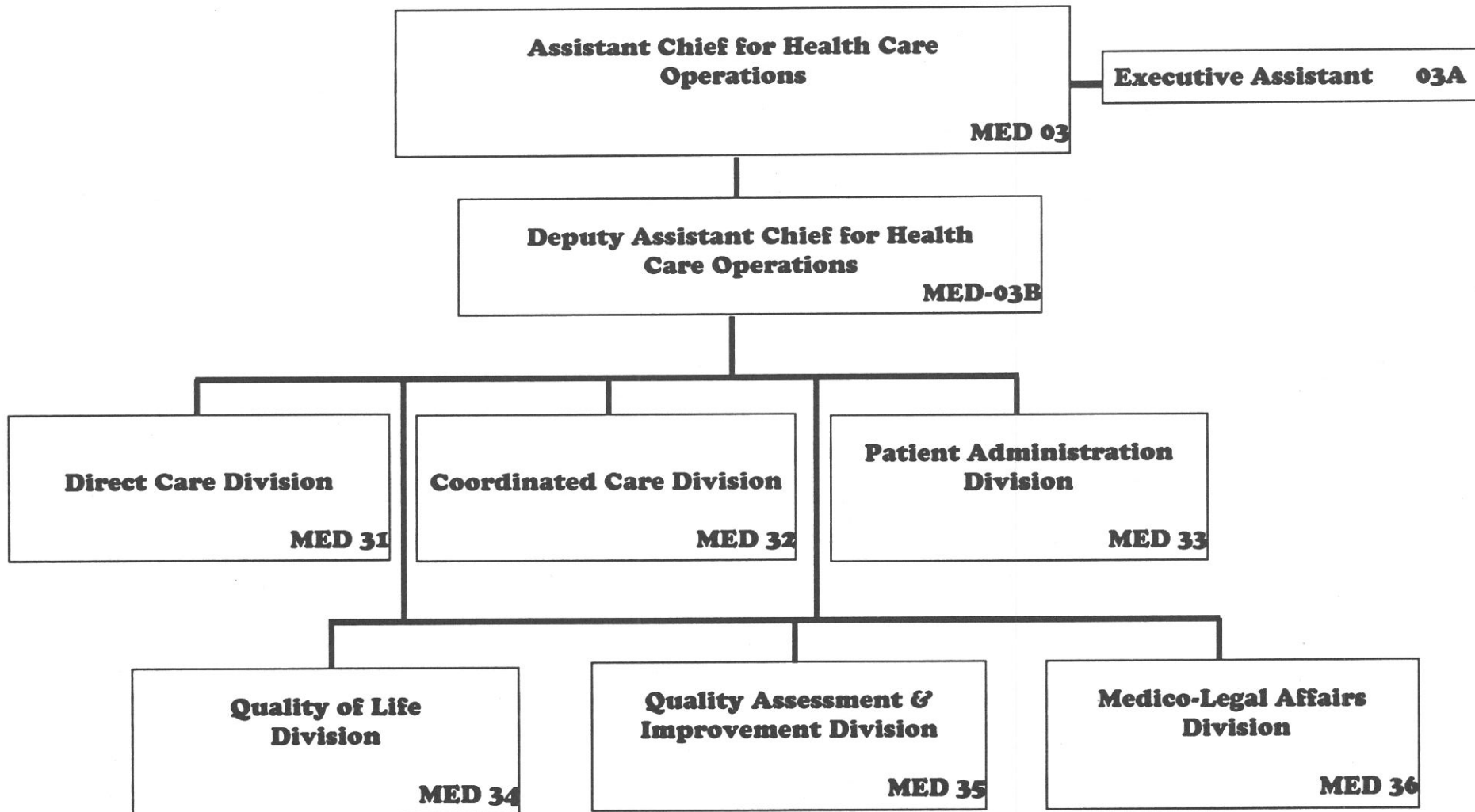
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READINESS DIVISION (continued)

20. Monitors research and development in the preparation and use of blood components and disseminates information as appropriate. Provides Navy blood banks with current information, education, and training support on Navy Blood Program readiness issues.







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03

## ASSISTANT CHIEF FOR HEALTH CARE OPERATIONS

Mission

To develop, direct, and evaluate the execution of shore-based health care delivery programs; to translate the policies and programs of the Chief, BUMED into plans that ensure the effective use of resources in support of DON missions; to monitor the execution of health care plans prepared by MTF commanders; to develop, coordinate, and publish organization structures and management procedures to MTF commands to ensure the efficient delivery of health care; to manage the implementation of policies and directives to publish health care benefits, programs, and specialized patient services.

Functions

1. Serves as BUMED's liaison to RLCs and MTFs for issues associated with the delivery of health care services.
2. Develops global plans for, implements, provides policy guidance, and evaluates the delivery of health care through the direct care system, coordinated care programs, nonnaval medical care program, and care delivered through interagency programs.
3. Conducts management analyses and studies of existing health care delivery modalities to ensure effective use of resources and to determine more efficient alternative approaches to providing health care.
4. Develops policy and provides technical guidance designed to assure and increase quality of care, reduce risk, and achieve optimal compliance with established professional standards at all levels within the Navy health care delivery system; and coordinates the accreditation, evaluation, and survey process for MTFs.
5. Provides medico-legal advice, technical guidance, and counsel to BUMED claimancy activities.
6. Develops policy and manages programs regarding eligibility, medical benefits, decedent affairs, nonnaval health care, medical records, medical evacuation issues, and the administrative management and disposition of patients receiving care at Navy MTFs.

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03

ASSISTANT CHIEF FOR HEALTH CARE OPERATIONS (continued)

7. Develops policy and manages programs regarding morale, welfare, and recreation; and management of bachelor quarters at BUMED claimancy activities.
8. Develops policy and manages the medical support aspects of the Family Advocacy Program; the Exceptional Family Member Program; the Department of Defense Dependent Schools Program; and the Overseas Screening Program.
9. Develops policy and monitors program execution of inpatient rehabilitation programs within MTFs; and works with other Navy and DoD agencies to develop and implement broader ranging rehabilitation policies and programs.
10. Provides technical guidance regarding the organization of medical and dental facilities.

03A

EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-03 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.

03B

DEPUTY ASSISTANT CHIEF FOR HEALTH CARE OPERATIONS

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.
10. Advises and assists the assistant chief in consideration of policies and problems.

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DIRECT HEALTH CARE DIVISION

Mission

To monitor, analyze, and evaluate the delivery of health care services. To act as the liaison between the Navy health care support offices and medical treatment facilities in support of budget execution year direct health care operations. To review, analyze, evaluate, and recommend changes to the health care delivery system. To ensure access to care consistent with stated policies. To analyze and monitor standards for performance of health care systems. To develop, implement, and monitor health care administrative methods, procedures, systems, and organizational structures and functions applicable to health care support offices and MTFs.

Functions

1. Provides interface between BUMED and fixed activities providing health care services.
2. Identifies and quantifies problems, resource complaints, and difficulties that impede optimum health care delivery within Navy health care facilities, formulates solutions to problems, and recommends corrective action.
3. Maintains familiarity with local condition characteristics and needs of MTFs.
4. Ensures coordinated BUMED response to field problems.
5. Performs special reviews of health services operations at MTFs including standardization, cost of operations and effectiveness, and special projects as assigned.
6. Evaluates health care services in ambulatory and inpatient settings and coordinates active duty women's health care issues.
6. Serves as primary point of contact for Woman in the Navy (WIN) health care issues.
7. Analyzes and interprets, from medical data, trends and implications in MTF workload and performance data.
8. Ensures professional coverage of MTFs individual medical augmentation and operational requirements by assigning temporary additional duty staff as required.

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DIRECT HEALTH CARE DIVISION (continued)

9. Develops, provides technical guidance, and maintains effective programs to provide ancillary services including laboratory, radiology, pharmacy, physical therapy, and occupational therapy services.
10. Approves organizational changes for BUMED command activities and for those to which BUMED provides primary and technical support.
11. Approves memoranda of understanding and interservice support agreements between MTFs and other agencies.
12. Directs and evaluates analysis by MTFs of the health service needs of each catchment area.
13. Maintains necessary data (workload, personnel cost, population, etc.) needed to determine health care demand within each catchment area.
14. Maintains necessary statistics and inventories to develop provider community development and use plans.
15. Recommends the billet changes necessary to support the implementation of staffing development and use plans.
16. Maintains necessary liaison with MTFs and BUPERS for timely execution of all use plans.
17. Serves as BUMED liaison with field activities, specialty advisors, and BUPERS for ad hoc, MTF-specific billet, and body issues.
18. Coordinates the input of specialty advisors, MTFs, and BUMED codes to develop provider use plans.

32  
COORDINATED CARE DIVISION

Mission

To provide prospective integrated planning to establish managed care plans for health care services in CONUS; to review, analyze, evaluate, and coordinate individual MTF managed care plans; to assist MTF commanding officers to develop local managed care plans; to coordinate all civilian health care programs which interface with Navy health care delivery systems; to manage the Navy's portion of CHAMPUS; and to develop coordinated health care plans for noncatchment areas.

Functions

1. Maintains liaison with medical and dental treatment facilities in the development of managed care plans.
2. Establishes the methodology and parameters to develop detailed managed care plans for MTFs.
3. Serves as BUMED CHAMPUS program manager.
4. Manages the Department of Defense (DoD) - Department of Veterans Affairs (DVA) sharing program.
5. Monitors and provides feedback on execution of MTF managed care plans.
6. Remains current on and provides assistance as necessary to joint DoD health care systems.
7. Coordinates the Uniformed Services Treatment Facilities (USTF) Program.
8. Serves as CHAMPUS Partnership Program manager.
9. Provides support necessary for each MTF commanding officer to develop a Catchment Area Managed Care Plan.
10. Conducts ad hoc and special projects related to planning for the delivery of health care in and out of catchment areas.

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COORDINATED CARE DIVISION (continued)

11. Provides detailed program management information within Navy on the CHAMPUS and USTF Program.
12. Serves as program manager for the Health Care Contracting Program, reviewing, prioritizing, and approving contract initiatives and resource allocations.
13. Coordinates appeals of denied requests for CHAMPUS nonavailability statements.
14. Serves as the BUMED program manager for the Health Care Finder Program.
15. Assists MTF commanding officers in negotiating internal and external partnership agreements, DVA/DoD sharing agreements, and other agreements and contracts.

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PATIENT ADMINISTRATION DIVISION

Mission

To provide technical guidance and advice concerning policy, eligibility, medical benefits, decedent affairs, nonnaval health care, medical records and forms, medical evacuation issues, and the administration and management of patients receiving care at Navy MTFs; to coordinate programs between the uniformed services and Department of Veterans Affairs relative to patient administration matters; to monitor the implementation of patient administration policy; and to represent Chief, BUMED in cooperative efforts with DoD(HA) on patient administration projects and programs that cross the services.

Functions

1. Serves as liaison to field activities, to the other uniformed services, and DVA in matters pertaining to patient disposition and administration.
2. Provides advice on curriculum reviews of patient administration topics taught in Navy-sponsored courses, serves as patient administration advisor to CNET, and lectures on patient administration matters at the NSHS.
3. Serves as the Medical Department's project officer for the Defense Enrollment Eligibility Reporting System (DEERS).
4. Provides endorsement on humanitarian transfer requests involving an active duty member or dependent family member who has an illness or injury requiring special medical care.
5. Serves as point of contact concerning questions on eligibility for care, and coordinates action concerning medical recommendations leading to incapacitation determinations of dependents whose eligibility has expired based on age criteria.
6. Serves as point of contact for, and advises on, matters relating to the Central Physical Evaluation Board (CPEB) and administers the medical board processing portion of the Navy Disability Evaluation System.



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PATIENT ADMINISTRATION DIVISION (continued)

7. Coordinates actions relating to admission and treatment of foreign military personnel and their dependents, foreign nationals, high U.S. Government officials, and others designated or seeking designation by the Secretary of the Navy for medical care in naval medical facilities.

8. Manages the Medical Holding Company Program within Navy MTFs.

9. Manages the Decedent Affairs Program for the Navy by maintaining operational control required for search, recovery, identification, preparation, encasement, transportation, and interment of remains of deceased persons for whom the Navy is responsible.

10. Coordinates with the Facilities Division (BUMED-43) and the Departments of the Army and Air Force relative to the establishment and use of Armed Forces mortuary facilities in overseas areas.

11. Participates, in conjunction with the Army and Air Force, in mobilization planning of armed services mortuary affairs activities in support of major military operations.

12. Coordinates with DoD and other governmental agencies and civilian authorities on matters relating to care and disposition of remains.

13. Maintains individual decedent case files documenting care, transportation, correspondence, and payment for services and supplies pertaining to care of the dead functions.

14. Develops, on a triservice basis, annual contracts for care of the dead functions and publishes an annual contractor list.

15. Monitors standards and procedures of all Navy mortuary facilities; reviews and develops, in consultation with other appropriate BUMED divisions, specifications for mortuary supplies and equipment for naval and interservice use; and oversees the real estate aspects of naval plots and cemeteries in concert with the Facilities Division (MED-43), including developing guides and standards for their management.

16. Compiles data and prepares reports for coordination with the Department of the Army concerning the adequacy of interment allowances.

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PATIENT ADMINISTRATION DIVISION (continued)

17. Serves as the Navy representative on the Armed Services Mortuary Affairs Office (ASMAO) Board of Review.
18. Serves as administrative program manager of the Nonnaval Medical and Dental Program. Provides technical and administrative guidance to the MEDDEN AFFAIRS GREAT LAKES ILL and other adjudication authorities relative to care rendered under this program.
19. Serves as patient administration functional manager of the automated claims processing system and reviews system change requests in coordination with the Naval Medical Information Management Command and MED-01.
20. Provides program workload and expenditure data to MED-01 for inclusion into budget. Coordinates with MED-01 on other related issues such as DoD nondefense health care reporting system and DVA billing for active duty treatment.
21. Adjudicates non-Federal medical and dental care claims.
22. Coordinates appeals for denied nonnaval medical and dental claims.
23. Analyzes and evaluates programs under cognizance of the Patient Administration Division and develops proposed changes or new directives for compliance with new laws and higher authority directives.
24. Provides coordination with ASMRO on matters concerning patient regulating, and assembles and prepares the quarterly Medical Capabilities Report for submission to ASMRO.
25. Serves as liaison for medically-related information on Government officials, Members of Congress, and flag and general officers admitted to naval hospitals.
26. Manages the Navy's Health Records Management Program.

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QUALITY OF LIFE DIVISION

Mission

To provide policy guidance, monitoring, budget controls, and technical assistance for quality of life programs encompassing morale, welfare, and recreation (MWR); bachelor quarters; Fisher houses; family assignment programs (overseas and CONUS screening), Exceptional Family Member Program (EFMP), medically related services (MRS) and section 6 schools; Alcohol Rehabilitation Programs; and the Family Advocacy Program (FAP).

Functions

1. Monitors compliance with the Overseas Screening Program and provides recommendations for improvement.
2. Directs and evaluates DoD Dependent's School and Exceptional Family Member Programs for medical related services needs within each region. Coordinates assignments with BUPERS, health care support offices, medical treatment facilities, and other services.
3. Manages the Overseas Screening and Exceptional Family Member (EFM)/DoDDS) Programs within the Medical Department and acts as advisor to BUPERS and OPNAV on medical matters pertaining to overseas screening.
4. Monitors inpatient rehabilitation programs for Navy and Marine Corps members at BUMED facilities which includes programs for alcohol, drugs, gambling, and obesity.
5. Monitors compliance of rehabilitation programs with OPNAV and BUMED directives.
6. Provides technical support and guidance to inpatient rehabilitation programs.
7. Provides liaison with BUPERS and line commands to ensure quality services are provided in a timely manner.
8. Provides program planning, management, and technical support to MTFs and DTFs for the medical aspects of the Family Advocacy Program.

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QUALITY OF LIFE DIVISION (continued)

9. Maintains liaison with the FAP program manager at BUPERS in conducting joint site visits, planning and implementing training events, and planning program and budget goals for the Navy-wide program.

10. Coordinates with the Family Programs Branch, Headquarters, Marine Corps; the DoD Office of Family Policy and Support; and other Federal agencies as necessary.

11. Monitors execution of MWR programs and provides technical support and guidance for funding, management control, planning, and budgeting.

12. Performs technical assist visits to ensure compliance with various OPNAV and BUPERS directives.

13. Maintains a continuing review to ensure programs are cost beneficial and are effective in delivering quality service to patrons of MWR programs.

35

QUALITY ASSESSMENT & IMPROVEMENT DIVISION

Mission

To develop and maintain programs designed to monitor the quality of care at all levels in the Navy health care delivery system; to assist in monitoring the implementation of programs and, when necessary, affect corrective action; to assist medical commands in interpreting professional and accrediting agency standards; and to provide professional management, educational assistance, and policy implementation guidance in the area of quality assurance.

Functions

1. Provides interface and assistance to achieve compliance with established professional standards and programs regarding quality assurance and risk management in health care.
2. Evaluates accreditation survey recommendations, implementation status reports, and input gathered during Quality Assurance Division assistance visits and develops recommended corrective actions.
3. Cooperates with the Medico-Legal Affairs Division (MED-36) and other BUMED offices concerning reviews of malpractice claims, JAG investigations, reports of adverse credentials actions, or other issues.
4. Cooperates with other divisions to develop profiles which can be used to evaluate performance in comparative studies of medical and dental treatment facilities.
5. Provides timely information on approved standards and programs to assist the inspectors general.
6. Works in conjunction with the Naval Medical Information Management Command to develop automated systems to support the quality assurance, credentials review, and privileging programs.
7. Assists health care support offices to provide professional guidance to MTFs and DTFs in developing programs designed to improve the quality of care within the Navy health care system.

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QUALITY ASSESSMENT & IMPROVEMENT DIVISION (continued)

8. Develops procedures to evaluate various programs contributing to the quality of care to include reports, survey profiles, questionnaires, and other measures.

9. Coordinates efforts to monitor and improve the quality of dental care in conjunction with the Assistant Chief for Dentistry (MED-06) following the quality assurance and credentials review and privileging programs.

10. Conducts annual review of the quality assurance, credentials review, and privileging programs to ensure that the most current standards and policies are reflected.

11. Assists health care support offices to promote utilization review programs.

12. Assists subordinate commands in developing criteria against which actual performance can be compared.

13. Monitors and provides guidance to MTF and DTF credentials review and privileging programs.

14. Provides liaison with public and private sector quality assurance bodies.

15. Reviews reports of surveys conducted by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), naval inspector general, naval audit services, and other organizations. Maintains profiles for MTFs and DTFs including deficiencies cited and recommendations made. Monitors the implementation of corrections for deficiencies noted during JCAHO surveys.

16. In coordination with MED-00L, maintains a data base concerning malpractice claims, JAG investigations arising from possible substandard care, or other potentially compensable events; advises subordinate command activities concerning various risk management issues for staff education in medical and legal topics, and suggests topics for problem-focused approach studies.

17. Coordinates with MED-33 and MED-06 in monitoring the effectiveness of medical and dental commands activities in achieving patient satisfaction.

18. Provides technical guidance to the Centralized Credentials and Privileging Activity (CCPA), Jacksonville, FL.

36

MEDICO-LEGAL AFFAIRS DIVISION

Mission

To provide medico-legal advice, support, and counsel to the BUMED staff and all commands within BUMED claimancy; to direct the development and maintenance of programs designed to reduce risk at all levels within the Navy health care delivery system; and to provide professional management, educational assistance, and policy implementation guidance in the area of risk management.

Functions

1. Provides legal review of JAGMAN investigative reports concerning quality of health care provided.
2. Provides reports on malpractice claims and limitations, suspensions, and the revocation of clinical privileges of Medical Department personnel.
3. Renders interpretations of laws, regulations, and practices as they affect health care operations of subordinate activities.
4. Reviews and clears requests from BUMED officials to JAG for legal opinions.
5. Serves as legal advisor to and augments BUMED IG inspection teams.
6. Provides continuing medical-legal education for Chief, BUMED and others.
7. Provides guidance to all MTFs and DTFs and other privileging authorities on adverse privileging action procedures.
8. Serves as legal advisor for the Quality Assurance Division.
9. Provides effective interface and assistance between BUMED, its claimant activities and, when requested, nonclaimant activities to facilitate achieving optimal compliance with established professional standards and programs regarding quality assurance and risk management in health care.



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MEDICO-LEGAL AFFAIRS DIVISION (continued)

10. Provides liaison between BUMED and the Navy JAG for medico-legal matters.

11. Reviews MOUs, non-Federal training agreements, outservice training agreements, intra and interservice support agreements, Red Cross agreements, DVA sharing agreements, personal service contracts, nonpersonal service contracts, volunteer service agreements, and clinical investigative protocols.

12. Serves as legal advisor for HIV matters.

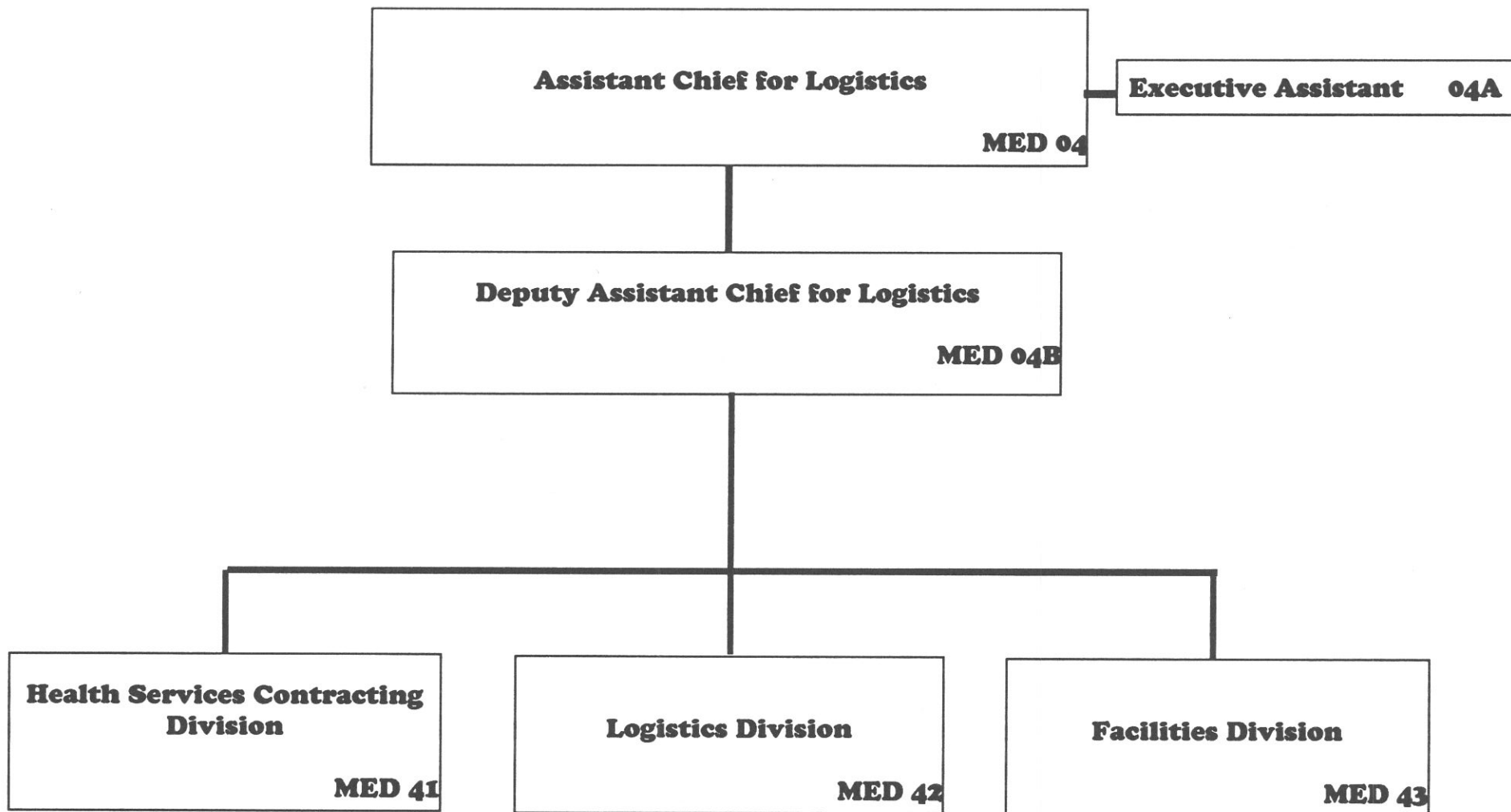
13. Works in conjunction with the Naval Medical Information Management Command to develop automated systems to support risk management programs.

14. Supports and assists health care support offices in providing guidance to MTFs and DTFs, facilitating development of optimal achievable programs designed to minimize risk to patients, visitors, and staff at all levels within the Navy health care system.

15. Monitors implementation of risk management programs by subordinate commands to ensure compliance with established guidelines.

16. Provides liaison with public and private sector risk management bodies.







04

ASSISTANT CHIEF FOR LOGISTICS DEPARTMENT

Mission

To direct, manage, and coordinate health care services contracting policy and procedures within the BUMED claimancy; to direct, manage, and control logistical and material systems under BUMED during peacetime and contingency conditions; to develop health care and support facilities requirements, prepare recommendations and serve as the focal point for management concerning the scope, location, design, construction, maintenance, and equipage of medical and dental shore facilities; to direct and provide guidance for the execution of base operating support functions; to develop, direct, and manage the Medical Department's Environmental Protection Program.

Functions

1. Develops, implements, reviews, and evaluates BUMED health care contracting policy guidance within the guidelines established by law, regulation, and higher authority.
2. Advises claimancy commands on contracting for specific services, the preferred method of contracting for each, and monitors the status of all health care contracting actions.
3. Provides oversight and direction in developing contracting officer technical representative (COTR) selection criteria, training, and organizational placement at BUMED claimancy activities.
4. Coordinates with other BUMED principals, claimancy commands, and systems commands to ensure that appropriate and timely medical equipment and logistic planning is accomplished to fulfill new or changing requirements in support of projected peacetime and wartime missions, tasks, and functions.
5. Coordinates the material and logistic efforts of BUMED claimancy activities by providing guidance, logistic support, technical appraisals of requirements and procedures, and recommending courses of actions.

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04

ASSISTANT CHIEF FOR LOGISTICS (continued)

6. Directs, manages, and controls logistical and material systems under BUMED control. These systems include but are not limited to the Medical Inventory Control Systems, Biomedical and Facilities Management System, Property Management and Budgeting System, Central Processing and Distribution System, and the Navy Stock Fund.
7. Maintains liaison with other Navy and DoD components on multiservice medical logistics and medical material standardization issues.
8. Directs, monitors, and supports the development and execution of facilities and equipment programs with regard to the location, scope, design, specifications, construction, and maintenance of BUMED claimancy.
9. Acts as technical advisor for health care facilities programs at activities under the command and support of other major claimants.
10. Analyzes program requirements, provides administrative guidance, and manages resource requirements for base operating support functions at BUMED claimancy facilities.
11. Analyzes BUMED claimancy environmental protection program effectiveness, develops and provides guidance for selected environmental programs, and identifies and administers training programs required by higher authority.
12. Advises Chief, BUMED in exercising command responsibility over the Naval Medical Logistics Command and the Naval Ophthalmic Support and Training Activity.
13. Analyzes BUMED's physical security program effectiveness and develops and provides guidance for selected physical security programs.
14. Serves as the logistics representative on the BUMED/NAVSUPSYSCOM Joint Quality Board.

04A  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-04 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.

04B  
DEPUTY ASSISTANT CHIEF FOR LOGISTICS

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.
10. Advises and assists the assistant chief in consideration of policies and problems.

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HEALTH CARE CONTRACTING DIVISION

Mission

To set health services contracting policy and to provide guidance on contracting matters; to determine the technical direction of contracting throughout BUMED claimancy; to monitor the status of all contracting actions.

Functions

1. Coordinates the health care contracting program with MED 32.
2. Coordinates with MED 01 and MED 03 in developing the Health Care Contracting Five-year Plan.
3. Directs market analysis and acts as technical advisor on requests to contract in conjunction with the contracting officer.
4. Advises on the feasibility of contracting services.
5. Determines the preferred method of contracting for each approved contract requirement.
6. Recommends appropriate locations for contracting.
7. Manages the health service contracting tracking system.
8. Provides updates to other BUMED codes and higher authority on the status of all contract initiatives.
9. Manages COTR training, development, assignment criteria, and organizational placement.
10. Provides support and direction to health care support offices on contracting issues.
11. Annually reviews and evaluates the contracting process to ensure that the most expeditious methodology is used.
12. Continually evaluates cost effectiveness of health services contracts.
13. Coordinates contracting actions between activity, health care support office, procurement office, contracting authority and other agencies as appropriate.

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HEALTH CARE CONTRACTING DIVISION (continued)

14. Participates on source selection evaluation boards.
15. Serves as a member of the source selection advisory councils.
16. Reviews contracting policy and issues policy and guidance to field activities.
17. Serves as point of contact with the Naval Supply Systems Command and higher authority on all health care contracting issues.
18. Coordinates with MED 01, MED 03, and the Bureau of Naval Personnel to ensure that all alternatives for the redirection of monetary assets as well as staffing are exhausted before new contracts are established.



42  
LOGISTICS DIVISION

Mission

To develop policies concerning medical logistics programs; to monitor implementation of established policies; to serve as focal point for BUMED claimancy; to develop programs to maintain wartime medical readiness and coordinate logistic support for deployable medical systems; to develop integrated logistic support policies and materiel management policies and monitor implementation; to oversee field medical logistics activities.

Functions

1. Serves as technical advisor on medical logistics issues including medical and dental equipment and materiel.
2. Coordinates developing and issuing Navy-wide policies concerning the planning, acquisition, supply, distribution, and disposal of medical and dental material.
3. Serves as the Navy medical representative to the Medical Readiness Strategic Plan (MRSP) working group overseeing the implementation of the DoD Medical Readiness Strategic Plan.
4. Develops policies and procedures to ensure the efficient use, and proper disposal, of dated and deteriorative medical consumables.
5. Serves as the medical logistics chief on the Joint Services Medical Coordinating Group, consisting of all DoD services.
6. Liaisons with other Navy and DoD components on multiservice medical logistics issues.
7. Assists in developing the DoD medical functional information management program and other logistics automation improvement projects.
8. Oversees the development of deployable medical systems to meet wartime medical and contingency support requirements.
9. Monitors materiel requirements to maximize multiservice standardization in deployable medical systems.

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LOGISTICS DIVISION (continued)

10. Serves as logistics representative to the Medical Research Requirements Working Group, ensuring the logistic supportability of medical research and development programs.
11. Monitors medical logistics functions of Navy medical facilities and assists in improving procurement management and inventory management.
12. Serves as the advocate for retail supply operations budget issues.
13. Promotes automation of medical logistics functions, including stock fund and direct turnover inventory management.
14. Coordinates the Productivity Enhancing Incentive Fund (PEIF) program.
15. Monitors the effectiveness of the medical equipment management program, including the accuracy of physical inventories, and the development of equipment procurement and replacement strategies.
16. Develops consolidated OPN and OM&N budget input for equipment procurement and replacement at BUMED activities.
17. Reviews and provides recommendations on the allocation of equipment investment funds for BUMED activities.
18. Serves as advocate for biomedical equipment repair issues and programs.
19. Coordinate technology assessment to support acquisition and deployment of new technologies to medical and dental activities.
20. Promotes medical logistics education programs.
21. Acts as program manager for the following systems and program areas: physical security and loss control, mail room and postal services, laundry and linen services, housekeeping, and filing systems.
22. Performs the functions of dominant command action officer for medical expeditionary advanced base functional components (ABFC), overseeing the design, development, documentation, and updates of those ABFCs.

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FACILITIES DIVISION

Mission

To develop health care and support facilities requirements and maintenance, repair, and construction programs for BUMED. To prepare recommendations concerning scope, location, design, construction, and maintenance of Navy medical and dental facilities; and to serve as the focal point for facilities construction and management of shore facilities. To provide information and develop recommendations for use in the planning and programming of replacement medical and dental shore facilities.

Functions

1. Develops architectural programs, schematic plans, and designs for health care facilities, including new construction and modernization.
2. Studies and advises on all matters pertaining to Navy health care facility requirements including location, scope, design, construction, and specifications, including fire protection and security of BUMED medical and dental shore facilities.
3. Reviews and makes recommendations on facility minor construction and repair projects.
4. Provides guidance and assistance in matters relating to health care facility design and construction to other BUMED offices and field activities.
5. Serves as contact point and provides liaison for the BUMED to higher authorities on matters pertaining to design and construction of medical and dental facilities.
6. Develops medical and dental facility space planning criteria in conjunction with the other two service representatives and ASD(HA).
7. Represents BUMED on selection panels for procurement of services of architects and engineers for design of medical and dental projects.
8. Advises the Chief, BUMED, in exercising final approval authority on issues regarding design, construction, and maintenance of facilities.

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FACILITIES DIVISION (continued)

9. Serves as program manager for facilities management functions including energy conservation and monitors these functions at BUMED claimancy.

10. Serves as resource manager for maintenance and repair of real property, minor construction and alterations, and physical security in the maintenance of real property.

11. Serves as point of contact for BASEREP system and DoD Shore Base Annex to the Defense Manpower Requirements.

12. Serves as technical approval authority and program manager for BUMED special projects.

13. Serves as technical coordinator for hospital engineering matters at BUMED claimancy activities.

14. Reviews actions relating to occupancy of public quarters, fire protection inspection, security inspection, and transportation equipment management.

15. Coordinates the Annual Inspection Summary Report.

16. Prepares facilities manager reports as required.

17. Serves as technical advisor for MTF BEQ and BOQ programs for maintenance, repair, upgrade, and replacement of facilities.

18. Serves as the technical coordinator for commercial activities (CA) studies of public works functions.

19. Surveys and evaluates the effectiveness of environmental protection programs at BUMED claimancy activities; provides program direction and assistance to BUMED claimancy; identifies and quantifies program resources for the Environmental Protection Program; and identifies and administers education and training programs required to comply with environmental protection issues.

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FACILITIES DIVISION (continued)

20. Serves as subspecialty advisor for civil engineer corps officers assigned to naval hospitals, medical and dental treatment facilities, and health care support offices.

21. Recommends multiyear MILCON programs for the Medical Department within total resources and overall objectives, and performs liaison work associated with those programs.

22. Compiles data relative to the requirements for construction of new and replacement medical facilities for presentation as required.

23. Reviews and makes recommendations on shore facilities planning documents within BUMED claimancy and assists in developing military construction programs.

24. Reviews and makes recommendations on program matters pertaining to facility minor construction projects special programs such as projects for restoration of damaged facilities.

25. Prepares construction program management reports to provide information on the magnitude, progress, and status of military construction projects.

26. Serves as contact point for medical construction liaison officers (MCLO), reviews and provides guidance on matters of ongoing construction efforts, follows up on recurring project problems, and advises field activities.

27. Processes acquisition and disposition of real estate within the BUMED claimancy.

28. Coordinates review and development of manpower requirements for new construction.

29. Coordinates the BUMED preacceptance inspection program for medical systems in all major medical facility construction.

30. Provides guidance and assistance in the design and construction of new health care facilities in the area of biomedical engineering. Coordinates the interfacing of requirements for diagnostic and therapeutic procedures with the design and equipping of new facilities.

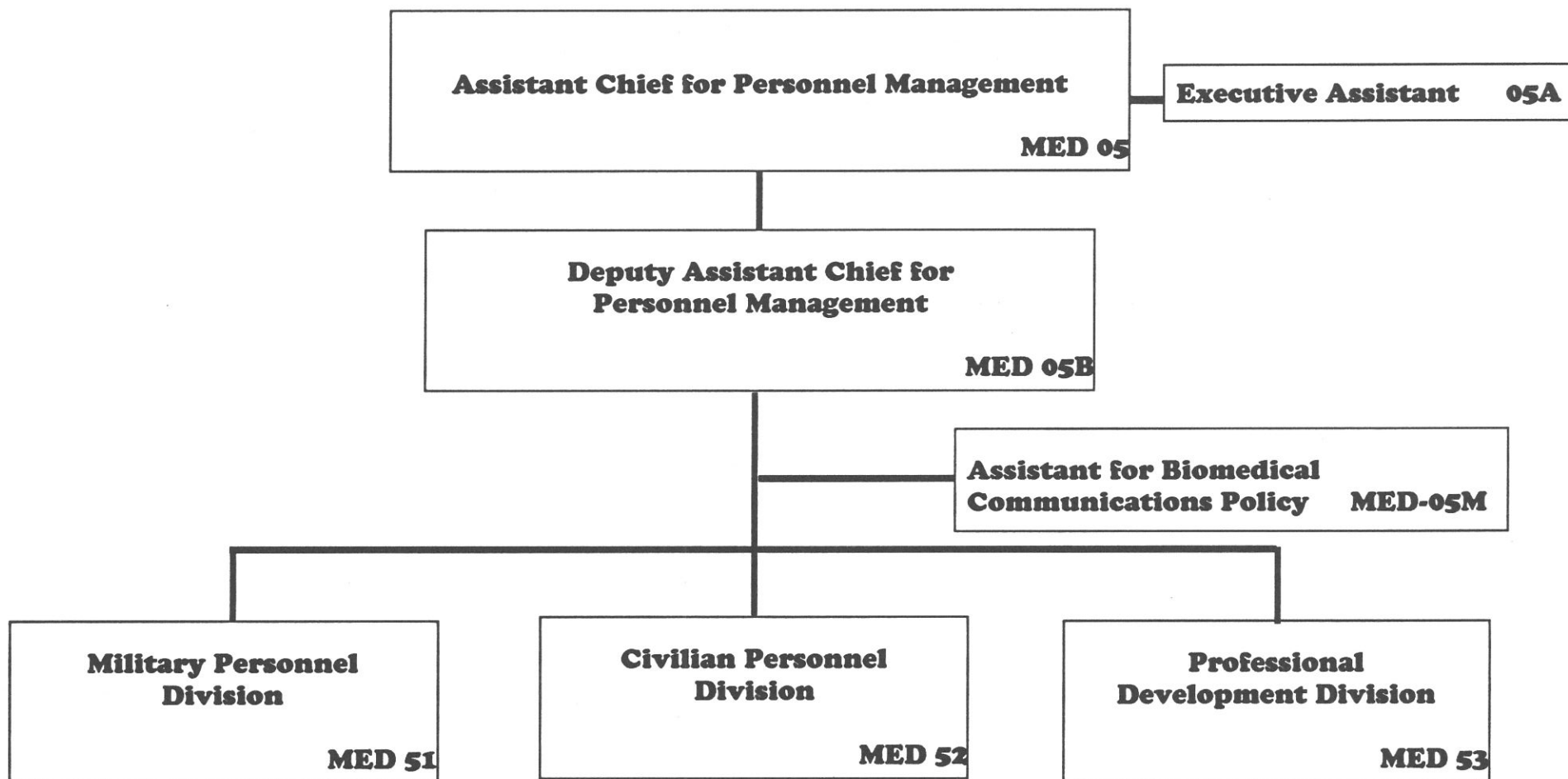
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FACILITIES DIVISION (continued)

31. Develops collateral equipment requirements for health care facility construction projects and initiates transactions from procurement through incorporation into the facility.

32. Prepares analysis required for application of hospital sizing criteria.







05  
ASSISTANT CHIEF FOR PERSONNEL MANAGEMENT

Mission

To ensure the high quality of Medical Department personnel; to review professional qualifications for recruitment of military personnel and maintain close liaison with the Navy Recruiting Command; to direct the career and professional development and training of all Medical Department members, military and civilian; to assist in the development and maintenance of an effective personnel retention program for military Medical Department personnel; to plan and monitor the attainment of the appropriate mix of professional and paraprofessional personnel, military and civilian, throughout the Navy; and to administer personnel programs applicable to Medical Department officers, enlisted, and civilians.

Functions

1. Reviews, evaluates, and makes recommendations on policies, procedures, and actions associated with personnel programs including recruitment, selection, use, and retention of Medical Department personnel.
2. Appraises professional and personal qualifications of applicants for appointment in the Navy and Naval Reserve of the medical corps, dental corps, medical service corps, and the nurse corps.
3. Maintains liaison and provides guidance for the Navy Recruiting Command on all matters pertaining to recruitment of Medical Department personnel.
4. Administers selected accession programs and serves as point of contact for schools, students, and recruiters concerning such matters.
5. Develops and maintains officer personnel data which forms the basis for community management decisions.
6. Assists officer and enlisted community managers in developing, analyzing, reviewing, and updating accession, augmentation, strength, training, and promotion plans.

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05

ASSISTANT CHIEF FOR PERSONNEL MANAGEMENT (continued)

7. Develops and directs execution of training, career development, and retention programs for Medical Department personnel.
8. Administers special pay and continuation pay programs, issues contracts, and maintains historical and statistical records on the program.
9. Develops and executes the 5-year training plan for all cognizant communities.
10. Develops and monitors career progression plans for Medical Department constituents.
11. Develops career counseling materials for Medical Department military personnel designed to enhance individual and organizational awareness of the pathways available for professional growth and development.
12. Serves as program manager for professional, technical, operational, and managerial training programs within the Medical Department.
13. Advises and assists Chief, BUMED in exercising command responsibility over the Naval Health Sciences Education and Training Command.
14. Prepares and coordinates correspondence on matters relating to personnel, personnel issues, personnel statistics, and education and training.
15. Administers, monitors, and conducts command and subordinate commands' military awards program.

05A  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-05 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.

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05B

DEPUTY ASSISTANT CHIEF FOR PERSONNEL MANAGEMENT

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.
10. Advises and assists the assistant chief in consideration of policies and problems.

05M

SPECIAL ASSISTANT FOR BIOMEDICAL COMMUNICATIONS POLICY

Mission

To establish biomedical communication policy and procedures for BUMED; to ensure central authority, responsibility, and support to all BUMED biomedical communication activities and functions; to control the proliferation of biomedical communication activities, equipment, and productions; to serve as special assistant to the Assistant Chief for Personnel Management, and to the Chief, BUMED for all biomedical communications, the Chief of Naval Operations (N09BG), to DoD, and to other Federal agencies in biomedical communications policy matters.

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MILITARY PERSONNEL DIVISION

Mission

To provide administrative support in the procurement and accession process for professional review boards held at BUMED for all Medical Department officer communities, both active and Reserve; to establish and maintain inventory and accounting of officer personnel resources; and to administer special pay programs for Medical Department officer personnel.

Functions

1. Provides analytic support to Medical Department community managers, corps chiefs, and career planners.
2. Provides administrative support for the Chief of Naval Operations (CNO) professional review boards in the processing of medical, dental, medical service, and nurse corps applications.
3. Conducts preliminary evaluation and processing of applications for direct accession, recalls to active duty, and interservice transfers. Acts as the administrative liaison between the CNO professional review board, who in turn determines qualifications and makes recommendations for selection and appointment for the Medical Department officer programs to the Navy Recruiting Command.
4. Provides preliminary guidance and assistance for inquiries of matters pertaining to Medical Department accessions.
5. Establishes initial professional record for new Medical Department officer accessions.
6. Calculates entry grade credit for all Medical Department officer direct accessions and student accessions, based on a review of the professional qualifications of applicants conducted by the CNO professional review Boards.
7. Provides individual credential files or contractor verified credentials on newly accessed Medical Department provider personnel for central credentials data base entry and forwarding to gaining medical and dental treatment facilities, operational or Reserve units.

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MILITARY PERSONNEL DIVISION (continued)

8. Initiates Medical Department officer personnel information system database on-site for new Medical Department officer accessions.
9. Updates BUMED controlled fields on-site in the Medical Department officer personnel information system data base to support personnel planning and analysis.
10. Assists officer community manager in the development, review, and updating of accession, augmentation, strength, training, and promotion plans.
11. Coordinates and maintains liaison with other internal and external offices and agencies responsible for officer compensation related issues, policies, or programs.
12. Initiates, reviews, and coordinates proposals affecting officer compensation and entitlements.
13. Provides functional sponsorship of BUMIS including system design, access, and data base relationship and integration with officer master file.
14. Prepares program and budget estimates, special budget exhibits, and justification to support compensation and incentive pay programs for Medical Department officer personnel.
15. Reviews, develops input, and implements policy and approved administrative procedures for the execution of Medical Department officer special compensation programs.
16. Compiles statistical data on which officer special compensation pay programs are based, and monitors the impact of pay incentives on the Medical Department force structure.
17. Prepares and coordinates correspondence on all matters relating to personnel statistics and special pay issues.
18. Computes obligated service for Medical Department student officer accessions and for medical corps officers selected for graduate medical education.
19. Coordinates the accession of AFHPSP graduates with the Bureau of Naval Personnel.
20. Provides administrative support for SECNAV-directed professional review boards in the processing of applicants for the AFHPSP.

51

MILITARY PERSONNEL DIVISION (continued)

21. Reviews applications for commission for all candidates conditionally selected for admission to USUHS and makes recommendations to Commander, Navy Recruiting Command

22. Liaisons with USUHS for selection and orientation of Navy students.

23. Provides oversight of the NADDS and financial assistant programs. Notifies candidates of selection, establishes initial active duty obligation, and arranges for accession to active duty with BUPERS.

24. Provides for the superseding appointments to the medical, dental, and medical service corps for graduates of AFHPSP and USUHS.

52

CIVILIAN PERSONNEL DIVISION

Mission. To serve as advisor on matters related to civilian personnel management, ensuring that all medical activity heads are well informed on civilian personnel matters affecting their respective commands, and monitoring and evaluating services provided to medical activities by Human Resources Office. Performs civilian personnel research on long term, systemic claimancy-wide issues that are vital to meeting the mission of navy medicine.

Functions

1. Advises and counsels claimancy 18 to assure understanding, acceptance, and implementation of Navy civilian personnel policies, programs, and procedures.
2. Provides advisory services and assistance to the other claimancy human resources offices that support claimancy 18 activities.
3. Serves as the civilian personnel advisor to committees and boards.
4. Evaluates the impact of major changes in mission, command jurisdiction over activities, ISSA/MOU arrangements, contracting initiatives, new program requirements, and develops BUMED position regarding civilian personnel.
5. Researches and conduct studies in such areas as market availability; long-range civilian manpower requirements; civilian/military/contract manpower mix; profile of minorities and women by labor market; quality of life issues in such areas as child care, flexible work schedules, and employee satisfaction.
6. Researches and develops plans and recommendations concerning pay, incentive awards, and employee retention, use, and productivity.
7. Researches data systems for analytical studies of civilian personnel data such as personnel manning, special pay rates for occupational series, merit pay, position classification, and other special areas vital to supporting Navy Medicine.
8. Initiates strategies for programs that will enhance, attract, recruit, and retain minorities and women into medical professional, nontransitional career fields.



52

CIVILIAN PERSONNEL DIVISION (continued)

9. Evaluates impact of downsizing, freezes in hiring and promotion, waiver restrictions, and other personnel constraints; and initiates recommendations for changes in policy and regulations in the Navy Medical Department health care mission.

10. Evaluates customer satisfaction with civilian personnel services provided by the servicing HRO.

11. Develops specialized professional health care provider recruitment strategies for those unique positions within claimancy 18 activities.

12. Administers BUMED's Performance Appraisal System, the yearly payout, and associated award programs.

13. Provides oversight and administers the claimancy Drug-Free Workplace Program.

14. Administers the BUMED Beneficial Suggestion Program, Military Cash Awards Program, and special act awards programs.

15. Coordinates BUMED nominations for the CNO Managerial and Executive Development Program.

16. Provides program oversight for the Federal Employee Compensation Act (FECA) program.

53  
PROFESSIONAL DEVELOPMENT DIVISION

Mission

To develop and monitor execution of career progression plans for all Medical Department military personnel; to develop, direct, and evaluate all professional, paraprofessional, technical, operational, leadership, and management training programs; to study and advise on matters of orientation, training, assignment, and distribution as they relate to career development.

Functions

1. Develops and directs training initiatives.
2. Evaluates and advises on the career development implications of training initiatives.
3. Evaluates the adequacy and effectiveness of training programs.
4. Develops, maintains, and evaluates a career planning process for Medical Department personnel.
5. Develops criteria for career development which promotes the growth and opportunity for achievement of individuals in both military and mission area roles.
6. Evaluates statistical data to support career development efforts.
7. Serves as program manager of Medical Department education and training and AFHPSP and FAP resources.
8. Recommends changes to the Navy Officer Billet Classifications, additional qualification designations, subspecialty codes, Navy Enlisted Classification Codes, and other relevant personnel classification systems to ensure that Medical Department requirements and qualifications can be appropriately reflected.
9. Monitors execution of military personnel programs dealing with professional development, use, and overall career force maintenance.
10. Serves as the focal point for dissemination of Medical Department career development information.

53

PROFESSIONAL DEVELOPMENT DIVISION (continued)

11. Reviews distribution of Medical Department personnel to determine impact on application of career development policies and programs.

12. Reviews, evaluates, and takes appropriate action on individual officer requests for assignment of personnel qualification codes.

13. Reviews the future-years training plans to ensure consistency with career development initiatives.

14. Evaluates and advises on the training implications of career development initiatives.

15. Coordinates and maintains liaison with other internal and external offices and agencies responsible for officer and enlisted community management.

16. Maintains close liaison with corps directors.

17. Reviews nominations and coordinates assignments to service colleges, management development courses, operational medical training, and other programs designed to maximize the effectiveness of Medical Department personnel except enlisted entry level and NEC-producing programs.

18. Provides Medical Department indoctrination to new Medical Department officers at Officer Indoctrination School (OIS).

19. Manages quotas for Navy enlisted HM and DT "A" and "C" schools and coordinates with other services and Government agencies on enlisted medical training quotas.

20. Provides and validates information in the Navy Integrated Training Resources Administrative System (NITRAS).

21. Provides all community-specific representatives for the BUMED Awards Board.

22. Reviews and advises on requests for directed manning and special Navy manning plans for enlisted personnel.

23. Works closely with other uniformed services, through the Interservice Training Review Organization (ITRO), in providing cost-effective enlisted training programs which meet Navy needs.

24. Analyzes cost-to-train data with community managers and detailers in providing cost-efficient personnel development.

53

PROFESSIONAL DEVELOPMENT DIVISION (continued)

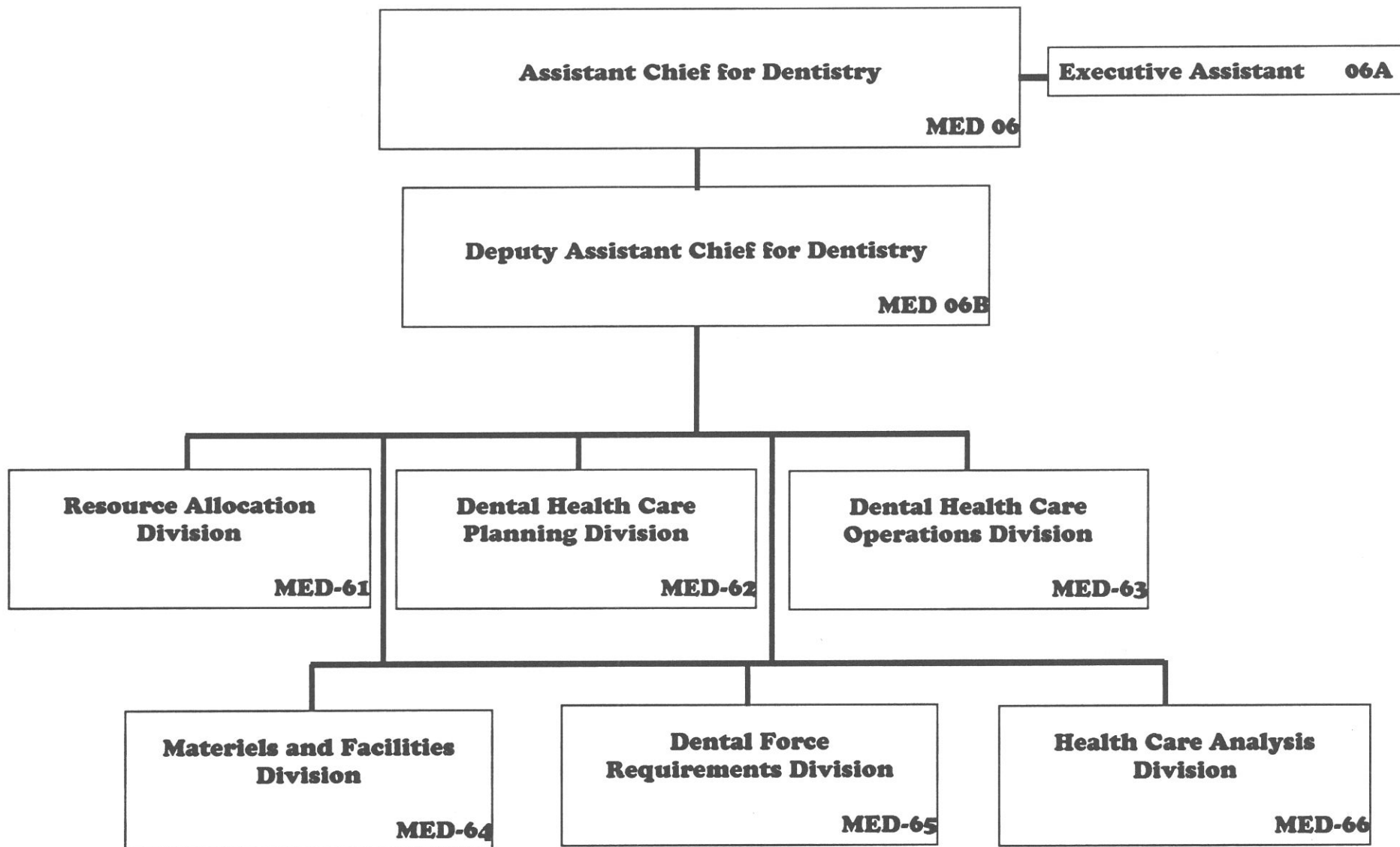
25. Provides functional oversight of the education and training module of the Standard Personnel Management System (SPMS).

26. Provides policy direction and serves as MTF/DTF advocate in coordinating the facility-based requirements in the Command Training Program.

27. Provides community-specific career-development information to various groups and courses; supports Navy recruiting endeavors; and counsels individual personnel to enhance professional growth, personal satisfaction, and retention.

28. Provides community-specific, career development-focused representation on numerous boards, committees, and task forces convened to develop recommendations for higher authority.

29. Coordinates all medically-related DON International Program Office (IPO) and Security Assistance Training Program (SATP) requests for training of foreign military personnel.





06  
ASSISTANT CHIEF FOR DENTISTRY

Mission

To develop, direct, and evaluate dental health care policies and treatment programs; to translate these policies and programs into action plans, while ensuring the effective use of resources, that promote and safeguard the dental health of authorized beneficiaries; to secure adequate dental resources and trained personnel for dental programs to meet Navy and Marine Corps contingency plans; to develop and implement dental fleet support programs; to monitor the funding and execution of all DON dental programs.

Functions

1. Develops and monitors standards of dental care delivery.
2. Develops goals and objectives for naval dental care.
3. Initiates resource acquisition programs in support of dental mission requirements.
4. Conducts analyses, reviews, and evaluations to ensure effective use of resources allocated to DON outpatient dental health care.
5. Initiates and recommends policy and actions pertaining to appointments, allocation, distribution, performance, training, manning levels, and effective use of uniformed, civil service, and contract dental personnel.
6. Develops and monitors implementation of policy and standards for dental quality assurance programs.
7. Evaluates and promotes maximum unit dental readiness in support of established warfare plans and programs.
8. Reviews dental capabilities, assesses adequacy of dental support, and develops guidance for naval dental mobilization plans and theater dental support.
9. Coordinates development and application of naval physical standards related to dentistry.
10. Evaluates alternative sources of dental care, ensuring maintenance of a complimentary relationship with the direct care system.

06

ASSISTANT CHIEF FOR DENTISTRY (continued)

11. Provides professional guidance in dental matters for non-naval medical and dental care program.
12. Performs analysis, evaluation and formulates policy, in coordination with MED 04, on dental logistics and materiel management for deployable medical systems, medical war reserve materiel requirements, and mobilization materiel support.
13. Advises on technical matters pertinent to dental facility construction, modernization, equipage, and supply.
14. Serves as BUMED point of contact for dental care manpower resource programming, and for developing total force manpower requirements in support of dental care.
15. Evaluates mission requirements and establishes policy for developing and implementing dental training programs and related personnel actions.
16. Provides technical and administrative assistance to dental treatment facilities in acquisition, analysis, and dissemination of all dental information system data requirements.
17. Initiates and recommends actions to support manpower requirements of the Naval Reserve dental forces.
18. Prepares input and responses for statements and backup materials for Medical Department congressional testimony relating to dental matters and issues.
19. Serves as a naval representative in designated dental care studies involving ASD(HA), DVA, JCS, and other outside agencies; conducts special projects, studies, and analyses of dental care policy issues and develops recommended DON position.
20. Reviews and advises on naval dental RDT&E issues.
23. Reviews all oversight inspections reports by Navy, CMC, and BUMED IG teams addressing dental activities to determine adherence to dental practice standards, naval dental policy, and dental program implementation.



06A  
EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-06 divisions and branches ensuring action is completed in a timely manner.
7. Advises and assists the assistant chief in consideration of policies and problems.
8. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
9. Performs liaison with other offices internal and external to BUMED.

9 Jun 93

06B

DEPUTY ASSISTANT CHIEF FOR DENTISTRY

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.

61  
RESOURCE ALLOCATION DIVISION

Mission

To formulate and execute all dental budget matters. To ensure that naval dental centers are adequately funded to accomplish their mission. To liaison with MED-01 and provide dental input for inclusion in BUMED Program Objectives Memorandum (POM) and budget submissions. To monitor budget execution progress by all BUMED dental care activities. To collect dental workload data and provide indepth analyses of all data submissions.

Functions

1. Liaison with MED-01 for coordination of POM and budget submissions and the allocation of funding for all DTFs under the resource control of BUMED.
2. Monitors the execution of all funds procured and allocated to dental treatment facilities.
3. Conducts management analyses to assist in proper use of resources (facilities, equipment, and fiscal).
4. Provides periodic reports analyzing the allocation of funds to provide DON dental care with recommendations to promote efficiency.
5. Assists in the performance of comparison studies between DON dental programs and alternative delivery systems to determine the most efficient means of providing professional dental services.
6. Initiates the development of resource acquisition programs in support of dental mission requirements.
7. Uses Dental Information Retrieval System (DIRS), Dental Management Information System (DENMIS), and readiness data to analyze cost of providing DON dental care.

9 Jun 93

62

DENTAL HEALTH CARE PLANNING DIVISION

Mission

To develop plans and programs for the Navy Dental Health Care System in support of all peacetime and wartime requirements.

Functions

1. Develops plans and programs for all matters affecting dental health care practice in the DON.
2. Develops plans for the training and integrated use of dental manpower and resources during contingency roles and at mobilization.
3. Prepares responses on proposed dental programs for higher authority.
4. Analyzes proposals, projects, and data on matters of Navy dental public health and dental research.
5. Liaison with MED-07, COMNAVRESFOR, and all Reserve program sponsors.
6. Liaison with MED-35, MED-07, and HSO Jacksonville for all Reserve dental officer credential and privileging issues.
7. Monitors and coordinates Reserve dental contributory support programs at MTFs and DTFs.
8. Reviews and recommends appropriate professional training for reservists serving on inactive and active duty for training.
9. Monitors MTF and DTF LSMPs to ensure accurate mobilization requirements for all dental reservists.

63

DENTAL HEALTH CARE OPERATIONS DIVISION

Mission

To monitor, analyze, and evaluate DON delivery of dental health care services. To act as the liaison with Navy health care support offices, MTFs and DTFs in support of budget execution year direct dental health care operations. To review, analyze, evaluate, and recommend changes to the dental health care delivery system. To ensure access to care consistent with stated policies. To analyze and monitor standards for performance of dental health care systems. To develop, implement, and monitor dental health care administrative methods, procedures, systems, and organizational structures and functions applicable to health care support offices, MTFs, and DTFs.

Functions

1. Principal advisor on the provision of all dental services provided within the DON.
2. Reviews, evaluates, directs the implementation of, and monitors the professional standards for DON dentistry.
3. Acts as liaison with ASD(HA) and other federal dental services on matters relating to the establishment of standards of dental services, dental classification systems, and both dental entrance and reenlistment standards.
4. Liaison with MED-35 for quality assurance and risk management deliberations, licensure, credential, and privileging issues involving DON dental providers.
5. Appraises dental programs to ensure consistency with goals and objectives of naval medicine, assesses dental care requirements, and evaluates technological advances for potential impact on naval dental care.
6. Reviews all mutual support and interservice support agreements affecting the delivery of dental health care.
7. Coordinates with BUMED-33 on the monitoring and oversight of the patient satisfaction and patient contact programs, and local consumer council activities at DTFs.
8. Project officer for the Armed Forces Uniformed Dependent Dental Insurance Plan and staff point of contact for all third party dental health insurance programs.
9. Coordinates all division briefs and responses related to medical IG reports or inquires.

63

DENTAL HEALTH CARE OPERATIONS DIVISION (continued)

10. Coordinates all documentation on the establishment, disestablishment, or functional transfer of Navy dental activities.
11. Provides professional and technical review on Navy dental manuscripts submitted for publication as required by BUMED.
12. Prepares responses to higher authority, civilian organizations, and individual inquiries concerning the DON's delivery of dental health care.
13. Reviews the implementation of dental programs in support of operational readiness to fleet and FMF units.
14. Executes and monitors infection control and safety concepts related to the practice of Navy dentistry; coordinates infection control and safety programs with BUMED-02.
15. Prepares guidance and monitors all DON implementation of DoD directives regarding dental health care.
16. Reviews, edits, and grants technical approval for all dental contracting initiatives.

9 Jun 93

64

## MATERIELS AND FACILITIES DIVISION

Mission

To coordinate, analyze, and advise regarding all matters pertaining to programming, procurement, and use of materiel and facilities within the DON dental health care system.

Functions

1. Serves as the Navy dental consultant to the Defense Medical Standardization Board, Deployable Medical Systems, Fleet Materiel Support Office, and the American Dental Association Accredited Standards Committee.
2. Reviews and assists in the updating of the authorized dental allowance lists (ADAL).
3. Liaisons with Navy dental specialty advisors, the Air Force Dental Investigative Service, and Defense Personnel Support Center on materiel and equipment issues.
4. Monitors requirements for centralized procurement of dental investment equipment items.
5. Serves as Navy dental representative to the DOD Joint Committee on Medical and Dental Equipment Specifications for new medical and dental facilities.
6. Liaisons with MED-04, MED-22, and Naval Medical Logistic Command in the development of requirements and standards for ship board dental spaces, equipment, and materiel.
7. Liaisons with MTFs' and DTFs' repair units, and Naval Medical Logistics Command on all matters of dental equipment installation, maintenance, and repair.
8. In liaison with MED-04, reviews and comments on all Navy and Marine Corps plans for dental MILCON and BUMED dental special projects.

65  
DENTAL FORCE REQUIREMENTS DIVISION

Mission

To coordinate, analyze, and advise regarding all matters pertaining to procurement, programming, and use of manpower within the DON dental health care system.

Functions

1. Coordinates programming, procurement and distribution of uniformed, civil service, and contract manpower used in DON dental health care delivery.
2. In coordination with MED-62 evaluates total force dental peacetime and wartime requirements and recommends program changes to meet these requirements.
3. Coordinates all manpower change requests involving BUMED dental personnel.
4. Serves as liaison with manpower offices of the DoD, SECNAV, CNO, CMC, BUPERS, CINCs, MED-05, and others relative to the use of personnel in the staffing or delivery of dental health care.



66  
HEALTH CARE ANALYSIS DIVISION

Mission

To coordinate, analyze, and advise on all matters pertaining to procurement, programming, and use of dental management information systems. To coordinate all dental needs and workload data collection, and statistical analyses from field activities. To provide dental activities with analysis reports of their data submissions.

Functions

1. Serves as principal advisor on all plans and programs relative to dental health care information resources.
2. Coordinates all dental input to BUMED information systems planning.
3. Liaisons with National medical and dental health care organizations to ensure data compatibility.
4. Liaisons with ASD(HA) and other federal dental services on matters relating to dental information systems and standards.
5. Assists fleet and marine corps dental facilities in planning, procurement, security, and use of dental information systems.
6. Liaisons with Naval Medical Information Management Center for the management and electronic storage of DON dental information.
7. Serves as functional manager for the Dental Management Information System (DENMIS) and chairs the DENMIS Configuration Management Board.
8. Monitors unmet dental treatment requirements for all active duty beneficiaries.

**Medical Department  
Reserve Force  
Corps Representatives**

Medical Corps..... 07MC  
Dental Corps..... 07DC  
Medical Service Corps..... 07MSC  
Nurse Corps..... 07NC  
Hospital Corps..... 07HM/DT

**Assistant Chief for Reserve Matters**

**MED-07**

**Executive Assistant 07A**

**Deputy Assistant Chief for Reserve Matters**

**MED 07B**

**Resource and Policy  
Division**

**MED-71**

**Operational Platforms  
Division**

**MED-72**

**Contributory Support  
Division**

**MED-74**

**Reserve Personnel and  
Training Division**

**MED-75**

07  
ASSISTANT CHIEF FOR RESERVE MATTERS

Mission

To ensure that a trained, ready, and organized Naval Reserve medical force is capable of timely integration with active duty assets to satisfy medical mobilization requirements and peacetime contributory support. To recommend policy and provide primary technical support for Reserve resources and requirements, operational readiness health care issues, mutual support, personnel management, training, and dental issues.

Functions

1. Serves as principal advisor on all medical and dental Reserve programs and issues.
2. Serves as the BUMED point of contact with N095, COMNAVRESFOR, COMNAVSURFRESFOR, and COMNAVAIRESFOR.
3. Serves as a member of the Reserve Components Medical Council (RCMC).

MEDICAL DEPARTMENT RESERVE FORCE CORPS REPRESENTATIVES (07MC, 07DC, 07NC, 07MSC, 07HM/DT)

Mission

To serve as the advisor and advocate for their respective corps to the Assistant Chief for Reserve Matters.

Functions

1. Provides recommendations on all formal professional, technical, and operational training required to maintain each corps' readiness.
2. Recommends policies and provides primary technical support regarding mobilization, contingency, and contributory support plans as they pertain to each corps.
3. Reviews all policies, procedures, and actions associated with the recruitment, selection, use, and retention of medical and dental Reserve personnel.

9 Jun 93

07A

EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the Assistant Chief for Personnel Management and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-05 divisions and branches ensuring action is completed in a timely manner.
7. Advises and assists the assistant chief in consideration of policies and problems.
8. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
9. Performs liaison with other offices internal and external to BUMED.

07B

DEPUTY ASSISTANT CHIEF FOR RESERVE MATTERS

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.
10. Serves as the R-Cog to N095.
11. Serves as the staff officer to the Reserve Components Medical Council (RCMC).

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9 Jun 93

71  
RESOURCES AND POLICY DIVISION

Mission

To coordinate and develop Reserve medical and dental POM issues.  
To provide primary technical support for Reserve requirement issues.

Functions

1. Provides policy guidance and technical support for Reserve medical requirements issues.
2. Provides primary technical support for Reserve requirement issues to MED-15, MED-27, N01, N08, N931, N932, and COMNAVRESFOR.
3. Develops, with N130, SECNAV policy on critical wartime medical specialties for Reserve recruiting.
4. Develops new requirement policies and issues to meet current mobilization requirements.
5. Serves as action officer for all BUMED correspondence related to Reserve resource or requirement issues.
6. Coordinates medical and dental POM issues for COMNAVRESFOR, N81, and N095.

72  
OPERATIONAL PLATFORMS DIVISION

Mission

To provide policy and primary technical support for Reserve medical operational programs: Program 46 (Fleet Hospitals); Program 5 (Air); Program 9 (Marine Corps); and Program 7 (Naval Reserve Construction Forces). To provide liaison with COMNAVRESFOR, N095, MED-01, MED-02, and MED-05.

Functions

1. Coordinates technical guidance on Reserve medical force operational support platforms.
2. Monitors and participates in the NTP process and curricula development for operational programs pertaining to Reserve medical forces.
3. Assists with technical manpower staffing standards for TAR and SELRES personnel serving with deployable medical systems and or related operational platforms.
4. Develops and monitors professional and occupational standards unique to operational platforms for Reserve medical personnel.
5. Serves as action officer for all BUMED correspondence related to Reserve operational programs, platforms, and personnel.

74  
CONTRIBUTORY SUPPORT DIVISION

Mission

To provide technical support and policy guidance to BUMED claimants on Reserve medical contributory support to the peacetime health care delivery system and coordinate program implementation.

Functions

1. Manages the BUMED Active Duty for Special Work (ADSW) Program by coordinating MTF and DTF requirements with qualified reservists.
2. Serves as action officer on all BUMED correspondence related to contributory support.
3. Serves as point of contact for the provision of support from the Reserve medical forces to meet requirements submitted from MTFs and DTFs and Operational Forces worldwide.
4. Serves as single point of contact for Reserves on ADSW for BUMED and BUPERS order writing issues.
5. Serves as action officer in conjunction with MED-31 for all BUMED correspondence related to contributory support.



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RESERVE PERSONNEL AND TRAINING DIVISION

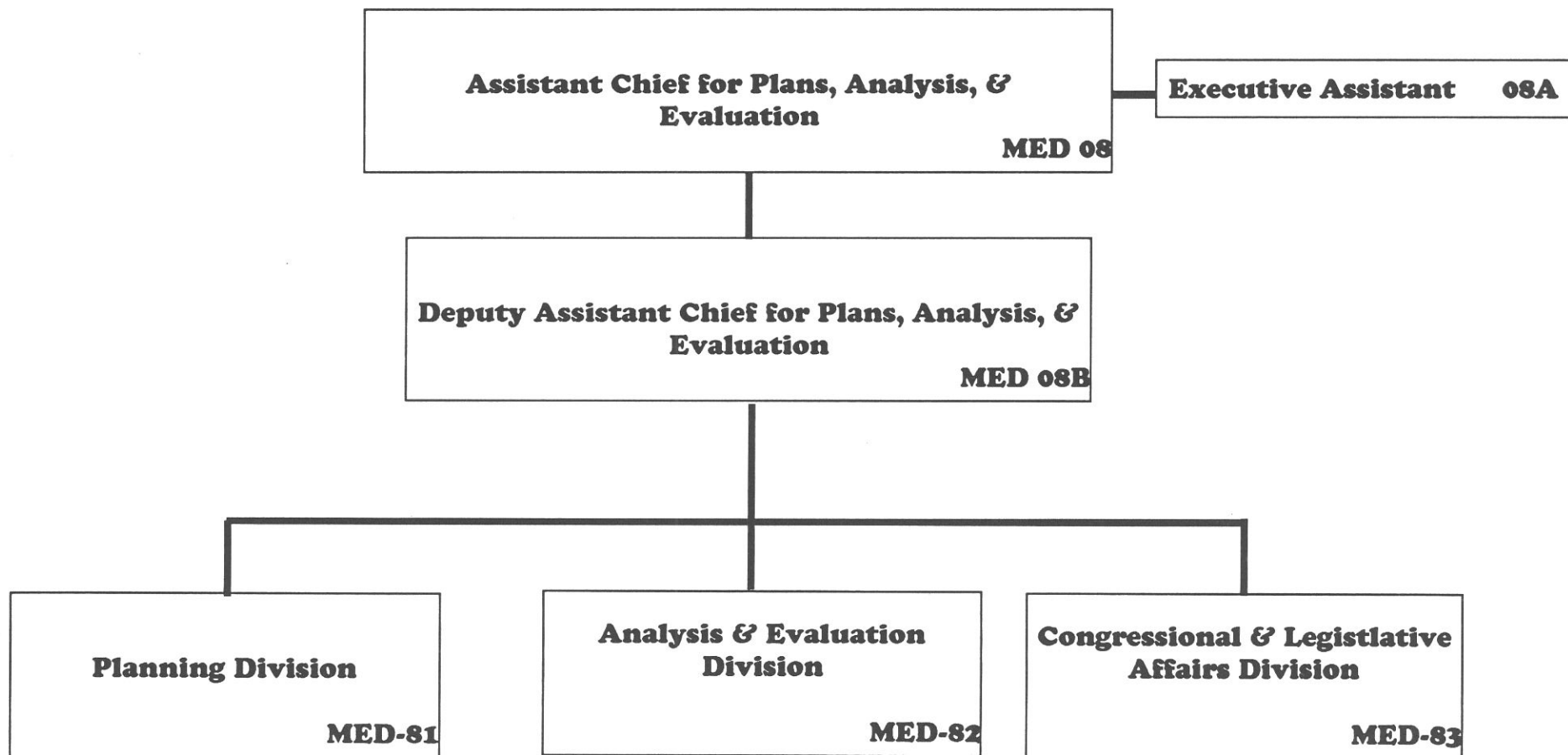
Mission

To provide primary technical support for Reserve personnel management issues. To develop BUMED training policy for Commander, Naval Reserve Force implementation. To coordinate and monitor accession, promotion, and retention policies and activities for BUMED as they impact upon medical reservists. To coordinate the callup of medical reservists during times of national emergency.

Functions

1. Advises on all matters relevant to the qualification of medical reservists to meet mobilization billet requirements.
2. Develops and monitors Reserve personnel issues and policies.
3. Monitors recruitment and accession issues for all corps.
4. Develops, evaluates, monitors, and surveys Reserve medical training policy and personnel.
5. Provides guidance and validation of requirements for Reserve Medical Department assets during callups or mobilizations.
6. Monitors the use and procedures of called-up assets at MTFs and DTFs.
7. Monitors medical professional affairs management.







08

ASSISTANT CHIEF FOR PLANS, ANALYSIS, AND EVALUATION

Mission. To maintain a systems approach in conducting the business of Navy Medicine. To coordinate and integrate the interdisciplinary planning, analysis, and evaluation activities of BUMED. To direct the ongoing strategic planning process to enable Navy Medicine to position its health care delivery system to meet the future medical requirements of the Navy and Marine Corps, and the health and wellness needs of our beneficiaries. To establish and monitor corporate measures of effectiveness. To represent Chief, BUMED in all matters relating to congressional legislative activity.

Functions

1. Coordinate and integrate the staff action process for multidisciplinary missions and tasks as assigned.
2. Establish and oversee a multidisciplinary strategic planning process which will enable Navy Medicine to respond to changing environmental factors of force structure, beneficiary demographics, available resources, health care delivery systems, and medical technology.
3. Maintain a process of continued review and revision to ensure Navy Medicine's strategic plan, Journey to Excellence, evolves in concert with the vision and mission of the Department of the Navy.
4. Evaluate plans and programs in relation to the Navy Medicine strategic plan.
5. Staff and develop alternative strategies for responding to Navy Medicine corporate issues.
6. Lead the development of improved data bases, analytic tools, and methods for evaluating processes within Navy Medicine.
7. Coordinate and exchange information with other DoD, service, or civilian organizations having collateral or related functions.
8. Recommend and encourage health care management research topics to outservice graduate students of Navy Medicine.
9. Employ continuous quality improvement mechanisms to ensure maximum return on investment.
10. Direct all congressionally related activities of the BUMED and subordinate commands.

9 Jun 93

08A

EXECUTIVE ASSISTANT

Functions

1. Acts as the executive agent for the assistant chief.
2. Directs the management and coordinates the internal administration and work of the staff to ensure efficient operation and function of the office of the assistant chief.
3. Recommends on matters related to official and personal correspondence.
4. Coordinates activities of and serves as principal contact point for the assistant chief and controls appointments.
5. Organizes, plans, and controls administrative matters, ensuring submission of completed staff work to the assistant chief.
6. Reviews, assigns, and routes correspondence taskings to all MED-08 divisions and branches ensuring action is completed in a timely manner.
7. Provides answers to inquiries of policy and nonpolicy nature when superior's views are known.
8. Performs liaison with other offices internal and external to BUMED.

08B  
DEPUTY ASSISTANT CHIEF

Functions

1. Serves in the absence of the assistant chief.
2. Advises and assists the assistant chief in the execution of the department's mission.
3. Ensures the organization, performance, effectiveness, and discipline of the department.
4. Assigns personnel resources within the department.
5. Directs the training and education programs for the department.
6. Conducts inspections of the department and effects remedial actions on discrepancies found.
7. Maintains the morale and welfare of the department.
8. Oversees and manages projects and programs that cross departmental lines of function.
9. Exercises budgetary control of funds for expenses of the department. Approves requisitions for operating supplies, equipment, and services within the budget allowances established for the department.
10. Advises and assists the assistant chief in consideration of policies and problems.

81  
PLANNING DIVISION

Mission. To establish and maintain a systemic planning process for Navy Medicine that integrates multidisciplinary and multifactorial environmental analyses to enable Navy Medicine to achieve its mission.

Functions

1. Continuously monitor and analyze environmental factors for threats, opportunities, and trends; and forecast issues and problems which may impact on the future delivery of health care and functioning of Navy Medicine.
2. Coordinate, maintain, and continuously improve the system-wide Navy health care planning process.
3. Review U.S. and international health care trends and innovations to design and recommend changes to the Navy health care programs, providers, venues, practice arrangements, and clinical services, subsequent to environmental analyses.
4. Establishes direction and framework for integration of planning activities within BUMED.
5. Assist the Executive Steering Committee to review, update, and design an implementation plan for Navy Medicine's official strategic plan, Journey to Excellence.
6. Coordinate and exchange information with other DoD, service, or civilian organizations having collateral or related functions.
7. Provide staff support to the Planning, Programming, and Budgeting system and review all POM inputs in relation to the strategic plan.
8. Develop strategies for integrating reservists into operating forces and health care delivery systems.



82

ANALYSIS AND EVALUATION DIVISION

Mission. To integrate and coordinate multidisciplinary systems analysis, operations research, and rigorous performance measurement and evaluation efforts to assure comprehensive presentation of decision alternatives for Chief, BUMED. To actively participate in and support strategic and multi-level planning efforts. To provide analytical support and staff coordination for critical issues requiring rapid response.

Functions

1. Establish standards for and coordinate the staff to:
  - a. Study assigned taskings and prepare planning directives which incorporate task analyses, Chief, BUMED guidance, assumptions, and proposed courses of action.
  - b. Integrate assessments of assistant chiefs and special assistants received in response to planning directives.
  - c. Prepare a concept of operation including implementation factors, resourcing parameters and the proposed plan of action and milestones for Chief, BUMED approval.
  - d. Coordinate the actions required to implement the approved concept of operations and supporting plan of action and milestones.
  - e. Accelerate above process to address time sensitive issues.
2. Develop and use tools, analytical methods, and models to enhance and support staff action processes.
3. Determine standardized data sources to be used to develop and evaluate tasks, functions, and programs.
4. Evaluate corporate performance effectiveness by developing, adapting, and continuously improving measures of effectiveness.
5. Provide liaison and feedback to identified customers.
6. Identify and promote competitive opportunities generated from plans and analyses.

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CONGRESSIONAL AND LEGISLATIVE AFFAIRS DIVISION

Mission. To represent Chief, BUMED in all matters relating to congressional legislative activity in the areas of health care policy and operations.

Functions

1. Provides primary staff assistance to Chief, BUMED in support of the congressional authorization and appropriations processes for DoD.
2. Provides primary staff assistance for Navy medical input to Secretary of the Navy annual reports and posture statements.
3. Serves as the Navy medical point of contact during development of defense authorization and appropriation reports and bills.
4. Serves as point of contact and staff office for all medically related legislative proposals.
5. Ensures that all BUMED personnel and others are informed of congressional activities affecting Navy Medicine.
6. Coordinates all congressional courtesy calls, tours, and field hearings.
7. Serves as BUMED point of contact for Defense Medical Advisory Committee issues.
8. Coordinates BUMED participation on the Flag-level Working Committee and Standing Medical Board.
9. Coordinates the annual Surgeon General commanders and flag officer conferences.
10. Manages the BUMED Congressional Intern Program.



